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Government
Publications

156

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Info Source

**Sources
of Federal
Employee
Information
2002-2003**

Canada

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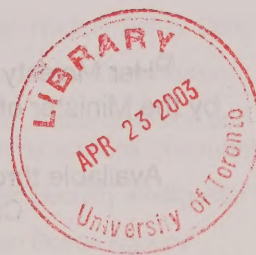
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Info Source®

Sources of Federal Employee Information 2002-2003



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A. Introduction

Note: This introduction to **Info Source** is in large print to assist persons with visual disabilities.

Info Source: Sources of Federal Employee Information will help you, as a current or former federal employee, to locate your personal information held by the government. It will also help you to exercise your rights under the **Privacy Act**.

This book is a complementary volume to “**Info Source: Sources of Federal Government Information**” that contains information about the Government of Canada, its organization and its information holdings.

The annual edition of **Info Source** is complemented by **bulletins**, including the **Directory of Federal Government Enquiry Points**.

B. Inside Info Source

This **Info Source** publication has three main components:

Table of Contents

The Table of Contents is organized alphabetically by the commonly used name of the department or agency, such as Agriculture and Agri-Food Canada, or Health Canada, rather than by their legal titles, Department of Agriculture and Agri-Food, or Department of Health.

Introduction

The Introduction includes:

- information about the terms used in this publication, some essential points about the **Privacy Act**, and directions on how to locate information by using **Info Source** or by making a formal request under the **Privacy Act**;
- a summary of the roles and responsibilities of the federal government institutions that are either responsible for the production of Info Source or are responsible for the provision of input to the Info Source publications;
- a listing of Access to Information and Privacy Coordinators, which is organized in the same order as the Table of Contents. This listing gives you the address and telephone number of all Access to Information and Privacy offices; and
- the description of each of the Standard Banks (see definition below).

Chapters

There is one chapter for each federal government department or agency subject to the ***Privacy Act***. Each chapter contains a description of personal information relating to current and former employees of the institution, the purpose and intended use (consistent use) of the information, and a statement of retention and disposition.

C. Useful Terms

Access to Information and Privacy Coordinator Each federal government department or agency has an Access to Information and Privacy Coordinator. The Coordinators' offices are staffed by people who can answer questions and help you identify the records you may wish to see. The Coordinators may be contacted in person, by telephone or by letter. If you send a letter, include as much information as you can to help the staff locate the records you want and send you a reply as soon as possible.

Classes of Personal Information Other personal information not used administratively or not retrievable by personal identifier, for instance unsolicited opinions, complaints or correspondence, is described under "Classes of Personal Information". This category was included to ensure that government departments and agencies account for all personal information that they hold.

Information Life Cycle The life cycle of information encompasses the stages of the planning, collection, creation, receipt, and capture of information; its organization, retrieval, use, accessibility, dissemination and transmission; its storage, maintenance, and protection; and its disposition and preservation.

Multi-Institutional Disposition Authority (MIDA) A MIDA is a Records Disposition Authority granted by the National Archivist to government institutions on a multi-institutional basis, which relates to records managed by all or a multiple number of government institutions, and which allows the institutions empowered to use the authority to dispose of records under certain terms and conditions. The Multi-Institutional Disposition Authorities are designed to eliminate the need for government institutions individually to prepare submissions for and negotiate agreements with the National Archivist for records that have similar administrative or operational status.

There are currently three categories of MIDAs. They are:

1. Transitory Records

- The Authority for the Destruction of Transitory Records

2. Common Administrative Records

- General Administrative Function (Authority No. 98/001)
- Real Property Management Function (Authority No. 2001/002)
- Material Management Function (Authority No. 99/003)
- Comptrollership Function (Authority 99/0004)
- Human Resources Management Function (Authority No. 98/005)

3. Common Operational and Medium-Specific Records

- Institutional Records in the Office of a Minister (Authority No. 96/021)
- Records of Deputy Heads of Government Institutions (Authority No. 96/022)
- Electronic Imaging Systems (Authority No. 96/023)
- Poster-Creating Areas of Government Institutions (Authority No. 96/024)
- Audio-Visual Records Stored on Behalf of Client Departments (Authority No. 2001/004)

Questions concerning the application or interpretation of the Multi-Institutional Disposition Authorities may be addressed to the Records Disposition Business Centre of the National Archives of Canada at (613) 947-1483 or by e-mailing RDBC@archives.ca.

Records Disposition Authority In accordance with the provisions of the National Archives of Canada Act, a Records Disposition Authority is the instrument that the National Archivist issues to enable government institutions to dispose of records which no longer have operational utility, either by permitting their destruction, by requiring their transfer to the National Archives or by agreeing to their alienation from the control of the Government of Canada.

Accountability regarding the decision to destroy records and the timing of records destruction rests with individual government institutions. Records Disposition Authorities are normally applied when records are no longer required to support the business functions, operations and activities of the organization.

Retention Guidelines Government institutions are responsible for ensuring that all information/records are managed within an established life cycle. The retention guidelines provide a timetable for the length of time institutional information/records are maintained within the institution, when the information/records are no longer required to meet operational, legal or other requirements, and when the Records Disposition Authorities can be applied to the information/record holdings for final disposition.

It is incumbent upon each government institution to understand and apply any legislation regarding the retention of information and more specifically, its own legislation. Each government institution is therefore required to determine the appropriate retention periods for its records, including those common administrative records covered by MIDAs.

D. Personal Information Banks

Personal Information Banks Personal Information Banks provide a summary of the type of information about individuals that is held by federal departments and agencies. The **Privacy Act** requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. Personal Information Banks must also include personal information that has been or is being used, or is available for use for an administrative purpose.

This publication contains three types of personal information banks, as follows:

Standard Banks There are 23 Standard Banks that consist of administrative information that many government institutions maintain about their employees. Institutions may require several or all of these banks. They contain information about pay and benefits, training and development, performance, etc.

Central Banks These banks are maintained by central agencies such as the Public Service Commission, Public Works and Government Services Canada, and the Treasury Board of Canada Secretariat. They include information about employees from all or several government institutions.

Particular Banks Particular Banks contain personal information about employees that is specific to the requirements of each department or agency.

E. Roles and Responsibilities

Treasury Board

In accordance with the **Access to Information Act**, Treasury Board is responsible for the annual creation and dissemination of a publication that provides a description of government organizations, program responsibilities and classes of records with sufficient clarity and detail to enable the public to exercise its rights under the **Access to Information Act**.

Treasury Board is also responsible for the annual publication of an index of personal information that will both serve to keep the public informed of how the government handles personal information, as well as facilitating the public's ability to exercise its rights under the **Privacy Act**. Treasury Board Secretariat fulfils these requirements through the annual publication of Info Source that is comprised of the following publications:

- Sources of Federal Government Information
 - ◆ This publication describes the organization and its information holdings
- Sources of Federal Employee Information
 - ◆ This publication lists the personal information banks containing information related to federal employees
- Directory of Federal Government Enquiry Points
 - ◆ This publication contains contact information for federal departments and agencies
- Access to Information Act and Privacy Bulletin
 - ◆ This publication contains summaries of federal court cases and statistics of requests made under the ATIA and PA.

Info Source is distributed to libraries, municipal offices and federal government offices across Canada.

National Archives of Canada

Under the ***National Archives of Canada Act (1987)***, the National Archives is charged with various responsibilities regarding the disposition of information created by federal institutions in support of public policy, administration of government and program delivery. These responsibilities include the authorization of records destruction by government institutions and the preservation of records for their historical or archival importance. Through the Government Records Disposition Program, the National Archivist issues ***Records Disposition Authorities*** (RDA) to enable government institutions to dispose of records which no longer have operational value, either by permitting their destruction (at the discretion of institutions), by requiring their transfer to the National Archives of Canada, or by agreeing to their alienation from the control of the Government of Canada.

Individual Institutions

Government institutions are required to provide descriptions of their organization and information holdings to Treasury Board Secretariat on an annual basis. These descriptions are utilized in the production of the publications required by the ***Privacy Act***. Consequently, each department and agency is responsible for the information it submits.

F. Privacy Act

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The ***Privacy Act*** gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information is available when you ask In many cases, you, as a federal employee, may be able to obtain your personal information from a government institution without applying under the ***Privacy Act***. You should seek information about gaining access to your records by contacting a personnel officer at your employing institution at headquarters, or in the regions, as appropriate.

Some personal information is confidential The federal government must keep some personal information confidential under the *Privacy Act*, much of which relates to other people, national security or law enforcement.

How to apply

When you have decided to make a formal request under the *Privacy Act*, there are certain procedures to follow.

- Obtain a **Personal Information Request Form** at any location where **Info Source** is available (including the Web Site: www.tbs-sct.gc.ca/tbsf-fsct_e.html).
- Fill out the form and identify yourself in such a way that the government institution can verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be responded to.
- If you are currently a federal employee, send the form to the Access to Information and Privacy Coordinator in your department or agency.
- If you are a former federal employee, you should contact the National Archives of Canada, 395 Wellington Street, Ottawa, Canada, K1A 0N3, (613) 995-5138.

There is no charge to apply for information under the *Privacy Act*.

To change the information If you believe the information that a federal institution has on file about you is untrue or misleading, you may ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Safeguarding personal information The protection of your personal information and privacy is also a very important purpose of the *Privacy Act*. The *Act* states how and when the government can collect, store and dispose of personal information. It also covers specifically why and how the information can be used or given out, as well as who can use or receive it.

Giving out information The government can only disclose your information to someone else with your consent or when one or more of the criteria in the *Privacy Act* are met, such as complying with a subpoena.

Turnaround time Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to an additional 30 days may be needed.

Privacy Commissioner

The Privacy Commissioner is a representative of the people with the power to look into complaints of improper collection, use, storage, disclosure or disposition of personal information. The Privacy Commissioner can also help if you are dissatisfied with the response to your formal application or the time it has taken to obtain your response.

When the Privacy Commissioner's investigation is completed, an individual who is of the opinion that they have not been given access to all of their personal information to which they are entitled, has the right to apply to the Federal Court - Trial Division for a review of the matter.

You may contact the Privacy Commissioner's office at:

Office of the Privacy Commissioner

Place de Ville, 3rd Floor, Tower B
112 Kent Street, Ottawa, Ontario K1A 1H3

General Enquiries(613) 995-8210
Fax(613) 947-6850
Toll-free1-800-282-1376
TTY(613) 992-9190
Web Sitewww.privcom.gc.ca

G. Using Info Source quickly and effectively

Determine the correct chapter Turn to the chapter of the department or agency you think has the information and check the personal information banks.

If you are unsure about the correct department or agency, a telephone call or letter to any Access to Information and Privacy Coordinator's office should provide the answer.

For persons with disabilities Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Access to Information and Privacy Coordinator's office.

H. Where to obtain more information

You may consult **Info Source** publications and obtain copies of brochures on the **Access to Information Act** and the **Privacy Act** at various locations within departments and agencies, such as offices of Access to Information and Privacy Coordinators and libraries.

If you would like more information about **Info Source, Sources of Federal Government Information, Sources of Federal Employee Information**, or the **Privacy Act**, you may contact:

Treasury Board of Canada Secretariat

L'Esplanade Laurier, 8th Floor, East Tower
140 O'Connor Street, Ottawa, Ontario K1A 0R5

Telephone.....(613) 957-2455
Fax.....(613) 952-7287
E-Mail.....infosource@tbs-sct.gc.ca
Web Sitewww.tbs-sct.gc.ca

If you would like a copy of the **Directory of Federal Government Enquiry Points** or a brochure on the **Access to Information Act** or the **Privacy Act**, please contact:

Treasury Board Distribution Centre

L'Esplanade Laurier, Room P-140, Level P-1W
300 Laurier Avenue West, Ottawa, Ontario K1A 0R5

Telephone.....(613) 995-2855
Fax.....(613) 996-0518
E-MailService-Publications@tbs-sct.gc.ca

If you would like to purchase a copy of **Sources of Federal Government Information** or **Sources of Federal Employee Information**, please contact:

Canadian Government Publishing – Communication Canada

Ottawa, Ontario K1A 0S9

Telephone.....(819) 956-4800

Fax(819) 994-1498

Toll-free1-800-635-7943

Web Site www.communication.gc.ca/publications/publications_e.html

Info Source is also available on the Internet at: infosource.gc.ca

Note: *Privacy Act* requests must be addressed to the appropriate institutions, at the addresses listed in the pages that follow.

Access to Information and Privacy Coordinators

Agricultural Products Board

see Agriculture and Agri-Food Canada

Agricultural Stabilization Board

see Agriculture and Agri-Food Canada

Agriculture and Agri-Food Canada

Victor Desroches

Room 255, Sir John Carling Building

930 Carling Avenue

Ottawa, Ontario K1A 0C5

Tel: (613) 759-7083

Fax: (613) 759-6547

Atlantic Canada Opportunities Agency

Claudia Gaudet

Blue Cross Centre

644 Main Street, 3rd Floor

P.O. Box 6051

Moncton, New Brunswick E1C 9J8

Tel: (506) 851-3845

1-800-561-7862

Fax: (506) 851-7403

Atlantic Pilotage Authority Canada

Peter MacArthur

Cogswell Tower, Suite 910

2000 Barrington Street

Halifax, Nova Scotia B3J 3K1

Tel: (902) 426-2550

Fax: (902) 426-4004

Bank of Canada

Colleen Leighton

4th Floor, West Tower

234 Wellington Street

Ottawa, Ontario K1A 0G9

Tel: (613) 782-8322

Fax: (613) 782-7317

Belledune Port Authority

Port Manager

261 Shannon Drive

Belledune, New Brunswick E8G 2W1

Tel: (506) 522-1200

Fax: (506) 522-0803

British Columbia Treaty Commission

Chief Commissioner

1155 West Pender Street, Suite 203

Vancouver, British Columbia V6E 2P4

Tel: (604) 482-9200

Fax: (604) 482-9222

Business Development Bank of Canada

Robert D. Annett

5 Place Ville Marie, Suite 400

Montreal, Quebec H3B 5E7

Tel: (514) 283-3554

Fax: (514) 283-9731

Canada Council for the Arts

Irène Boilard
350 Albert Street, 9th Floor
P.O. Box 1047
Ottawa, Ontario K1P 5V8

Tel: (613) 566-4414 Ext 4261
1-800-263-5588 Ext 4261
Fax: (613) 566-4430

Canada Customs and Revenue Agency

Peter Hull
Albion Tower
25 Nicholas Street, 11th Floor
Ottawa, Ontario K1A 0L5

Tel: (613) 957-8819
Fax: (613) 941-9395

Canada Deposit Insurance Corporation

Claudia Morrow
50 O'Connor Street, 17th Floor
Ottawa, Ontario K1P 5W5

Tel: (613) 947-0268
Fax: (613) 996-6095

Canada Economic Development for Quebec Regions

Andrée Narbonne
800 Victoria Square, Suite 3800
P.O. Box 247
Montreal, Quebec H4Z 1E8

Tel: (514) 283-8418
Fax: (514) 283-9679

Canada Industrial Relations Board

Guy Lalonde
C.D. Howe Building, 4th Floor West
240 Sparks Street
Ottawa, Ontario K1A 0X8

Tel: (613) 992-4006
Fax: (613) 947-5448

Canada Lands Company Limited

Brian Way
200 King Street West, Suite 1500
Toronto, Ontario M5H 3T4

Tel: (416) 952-6176
Fax: (416) 952-6200

Canada Mortgage and Housing Corporation

D.V. Tyler
700 Montreal Road
Ottawa, Ontario K1A 0P7

Tel: (613) 748-2892
Fax: (613) 748-4098

Canada-Newfoundland Offshore Petroleum Board

Jim Doyle
TD Place, 5th Floor
140 Water Street
St. John's, Newfoundland A1C 6H6

Tel: (709) 778-1464
Fax: (709) 778-1473

Canada-Nova Scotia Offshore Petroleum Board

Michael S. McPhee
TD Centre, 6th Floor
1791 Barrington Street
Halifax, Nova Scotia B3J 3K9

Tel: (902) 422-5588
Fax: (902) 422-1799

Canada Post Corporation

Richard A. Sharp
2701 Riverside Drive, Suite N0060
Ottawa, Ontario K1A 0B1

Tel: (613) 734-4369
Fax: (613) 734-7329

Canada Science and Technology Museum Corporation

Ian MacLeod
2380 Lancaster Road
P.O. Box 9724, Station T
Ottawa, Ontario K1G 5A3

Tel: (613) 991-6390
Fax: (613) 998-7759

Canadian Advisory Council on the Status of Women

see Status of Women Canada

Canadian Artists and Producers Professional Relations Tribunal

Josée Dubois
240 Sparks Street, 8th Floor West
Ottawa, Ontario K1A 1A1

Tel: (613) 996-4053
Fax: (613) 947-4125

Canadian Centre for Management Development

Lisa Robinson
P.O. Box 420, Station A
373 Sussex Drive
Ottawa, Ontario K1N 8V4

Tel: (613) 947-3573
Fax: (613) 943-1038

Canadian Centre for Occupational Health and Safety

Bonnie Easterbrook
250 Main Street East
Hamilton, Ontario L8N 1H6

Tel: (905) 572-2981 Ext 4401
Fax: (905) 572-2206

Canadian Commercial Corporation

Sharon Fleming
50 O'Connor Street, Suite 1100
Ottawa, Ontario K1A 0S6

Tel: (613) 943-0953
Fax: (613) 995-2121

Canadian Cultural Property Export Review Board

Sonia M. Lismer
15 Eddy Street, 3rd Floor
Gatineau, Quebec K1A 0M5

Tel: (819) 997-7752
Fax: (819) 997-7757

Canadian Dairy Commission

Chantal Paul
1525 Carling Avenue, Suite 300
Ottawa, Ontario K1A 0Z2

Tel: (613) 792-2040
Fax: (613) 792-2009

Canadian Environmental Assessment Agency

Ann Amyot
200 Sacré-Coeur Boulevard, Room 905
Gatineau, Quebec K1A 0H3

Tel: (819) 953-8351
Fax: (819) 953-2891

Canadian Food Inspection Agency

Debbie Chorney
59 Camelot Drive, Room 2323E
Nepean, Ontario K1A 0Y9

Tel: (613) 225-2342 Ext 4728
Fax: (613) 228-6639

Canadian Forces

see National Defence

Canadian Forces Grievance Board

Martine Pelletier
60 Queen Street, 8th Floor
Ottawa, Ontario K1P 5Y7

Tel: (613) 992-7615
Fax: (613) 996-6491

Canadian Government Standards Board

see Public Works and Government Services
Canada

Canadian Grain Commission

Victor Desroches
Sir John Carling Building, Room 255
930 Carling Avenue
Ottawa, Ontario K1A 0C5

Tel: (613) 759-7083
Fax: (613) 759-6547

Canadian Heritage

E.W. Aumand
25 Eddy Street, 3rd Floor
Gatineau, Quebec K1A 0M5

Tel: (819) 997-2894
Fax: (819) 953-9524

Canadian Human Rights Commission

Lucie Veillette
Canada Place, 8th Floor
344 Slater Street
Ottawa, Ontario K1A 1E1

Tel: (613) 943-9505
Fax: (613) 941-6810

Canadian Human Rights Tribunal

Greg Miller
900 – 473 Albert Street
Ottawa, Ontario K1A 1J4

Tel: (613) 995-1707
Fax: (613) 995-3484

Canadian Institutes of Health Research

Guy D'Aloisio
410 Laurier Avenue W., 9th Floor
Address Locator 4209A
Ottawa, Ontario K1A 0W9

Tel: (613) 954-1946
Fax: (613) 954-1800

Canadian International Development Agency

Andrée Potvin
200 Promenade du Portage, 12th Floor
Gatineau, Quebec K1A 0G4

Tel: (819) 997-0846
Fax: (819) 953-3352

Canadian International Trade Tribunal

Susanne Grimes
333 Laurier Avenue West
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Standard Bank Descriptions

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's Personal Record Identifier and correspondence about attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. **Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 903

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and

responsibilities. **Class of Individuals:** Employees of government institutions. **Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. **Consistent Uses:** To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 915

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. **Consistent Uses:** To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such

records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 911

Electronic Network Monitoring Logs

Description: This bank contains information about electronic network use which is compiled when there is suspected misuse of a federal government electronic network, as defined by institutional or Treasury Board policies on the use of electronics networks. Examples of information that may be in the bank include network logs that may link an employee's workstation to an IP address, listings of sites visited and information on any transactions conducted, including date, time, duration and nature of the visit or transaction. It may also include information on the use of authorization codes assigned to particular individuals, including successful or unsuccessful use of the codes, date, time and frequency. **Class of Individuals:** Employees of the institution and other individuals using federal government electronic networks. **Purpose:** The information contained in the bank is compiled to support the investigation of suspected or alleged misuse of government electronic networks. **Consistent Uses:** The information may be used to substantiate any disciplinary action taken where violation of institutional or Treasury Board policies on the use of electronic networks is determined. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/001 **Bank Number:** PSE 922

Employee Assistance

Description: This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference

to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Occupational and Environmental Health Services Agency. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. **Class of Individuals:** Employees of the institution.

Purpose: The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. **Consistent Uses:** To support decisions regarding employee assistance measures. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 916

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Social Insurance Number; Personal Record Identifier; home address; citizenship; education, including transcripts, certificates

and diplomas; non-government employment history; career resumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:**

Employees of the institution. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Public Works and Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Human Resources Development Canada for pension purposes. **Retention and Disposal Standards:** Records are retained by the employing institution for the duration of employment plus one year and then transferred to the control of the Federal Records Centre, National Capital Region, National Archives of Canada. These records are destroyed by the National Archives of Canada at age 80 provided 2 years have elapsed since the last administrative action on the file. **RDA Number:** 98/005 and 98/018 **Bank Number:** PSE 901

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to

identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. The Personal Record Identifier may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records. **Class of Individuals:** Employees of the institution. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The Personal Record Identifier may be used to link information in this bank with that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. Self-identification information may be obtained from the departmental banks on Staffing (PSE 902).

Consistent Uses: The department may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 918

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. **Retention and Disposal**

Standards: The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 910

Harassment

Description: This bank contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. **Class of Individuals:** Employees of the institution and other persons working for the public service. **Purpose:** The purpose of this bank is to record information necessary for dealing with harassment complaints, to make decisions in specific instances on whether or not harassment is occurring, and when this is the case to determine the appropriate

action, including disciplinary action, to deal with a harassment situation. **Consistent Uses:** To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the respondent. Any corrective or disciplinary action taken as a result of a founded complaint may be disclosed to the complainant. Generic information about non-identifiable individuals may be used to analyze trends and share information with persons working in the prevention and resolution of harassment. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 919

Identification and Building-Pass Cards

Description: This bank contains photographs, signatures, surnames, given names and card numbers of pass holders, identification forms and correspondence related to the issuance and maintenance of identification and building-pass cards and access control records. **Class of Individuals:** Employees and those individuals on assignment or contract who require access to a federal institution.

Purpose: The purpose of this bank is to maintain information relating to the issuance, use and cancellation of identification and building-pass cards and to assist in ensuring the security of government facilities and the safety and security of individuals and assets present in such facilities. **Consistent Uses:** To issue identification and building-pass cards. Additionally, with the consent of the individual concerned, photographs held on file may be used for identification purposes in support of personnel security screening. The identification and building-pass database may record entry and exit times from facilities and may be used in the event of security-related incidents such as thefts or emergency situations. In such cases, the information may be shared with appropriate law enforcement agencies and emergency workers.

Retention and Disposal Standards: The personal information as described in this Personal Information

Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/001 **Bank Number:** PSE 917

Internal Disclosure of Information Concerning Wrongdoing in the Workplace

Description: This bank relates to the development, implementation and management of internal mechanisms to manage the disclosure of wrongdoing. The information described by this bank contains general inquiries, advice, formal and informal complaints of wrongdoing. Related records include the letters of complaint regarding incidents of wrongdoing, date and nature of the wrongdoing, name of the individual alleged to have committed the wrongdoing and other pertinent information, records of interviews; summations of investigations and analyses of events and records of decision taken. This bank also relates to information leading to the production of an annual report that includes the efficiency of mechanisms for the identification and processing of wrongdoing incidents, an analysis of the disclosures and recommendations to improve the process. **Class of Individuals:** Employees reporting to all departments and organizations of the Public Service listed in Part I, Schedule I, of the Public Service Staff Relations Act. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints under the Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace. In those cases where wrongdoing has occurred, to determine the appropriate action, including administrative, disciplinary or legal action, to be taken to end a wrongdoing situation. In addition, this bank is used to record information required to develop an annual report that provides statistics, issues, challenges and recommendations. **Consistent Uses:** To support decisions on discipline or legal action concerning disclosed wrongdoing. To ensure fairness in the investigation process, information concerning the findings and recommendations resulting from the investigation of a disclosure of wrongdoing. To support the development of an annual report for the deputy head of the institution. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal

information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 923

Occupational Safety and Health

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (HRDC). Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program. **Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the

individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 907

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and Personal Record Identifier for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. **Consistent Uses:** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 906

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP or the City of Ottawa. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges. **Consistent Uses:** To issue parking permits. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/001 **Bank Number:** PSE 914

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the Social Insurance Number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The Social Insurance Number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each

government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 904

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. **Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 912

Personnel Security Screening (Reliability Screening/Security Clearance)

Formerly: Reliability Checks (PSE 921) & Security Clearances (PSE 909)

Description: This bank contains information gathered by government institutions in conducting reliability checks and/or security clearances on individuals working or applying for work with a government institution by way of appointment, assignment or

contract in accordance with the Government Security Policy (GSP). The bank includes completed Personnel Consent and Authorization Forms, applicable Security Clearance and Personal History documentation, certification data of educational and professional qualifications, employment, criminal records (including fingerprint impressions used in support of security screening), credit data where required, photographs, as well as other personal information. Information provided by applicants may only be shared with credit bureaus, RCMP and CSIS which conduct the requisite checks in accordance with the GSP or for purposes of transferability as defined within the Personnel Security Standards of the GSP, other federal department's security offices. Notation of level of reliability/clearance authorizations may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. **Class of Individuals:** Individuals working or applying for work with the federal government by way of appointment, assignment, temporary agency engagement or contract whose position requires a reliability screening status and/or security clearance classification. **Purpose:** The purpose of this bank is to record and retain information pertinent to the determination of an individual's identity, honesty, trustworthiness, suitability and loyalty to protect the employer's assets; and to provide information necessary to make a security screening determination in accordance with the Government Security Policy. Institutions may have access only to the information contained in this bank and not to investigative information contained in the CSIS bank. **Consistent Uses:** To support decisions on new hires, transfers, promotions, discipline, and termination of employment or contractual agreements. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be with the consent of the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/001 **Bank Number:** PSE 924

Recognition Policy

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Recognition Policy. Such information may include curricula vitae, narratives in support of meritorious contributions related to their

duties or practised suggestions for improvement of public service operations and completed recommendation reports. **Class of Individuals:** Public servants who have been nominated for awards under the federal government's Recognition Policy. **Purpose:** To identify individuals who have been nominated for awards under the federal government's Recognition Policy. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 920

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, Social Insurance Number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). **Class of Individuals:** Employees of the institution. **Purpose:** The bank provides a record of the information used in staffing positions in a government institution. It is also a source of data for employment equity programs and services. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service

Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 902

Training and Development

Description: This bank contains personal data including course applications and evaluations; Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time

that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 905

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of**

Individuals: Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/001 and 99/004 **Bank Number:** PSE 913

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank PSE 907. **Class of Individuals:**

Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution. **Consistent Uses:** To determine liability for such accidents and to approve damage settlements. **Retention and Disposal**

Standards: The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such

records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **Bank Number:** PSE 908

Workplace Day Care

Description: This standard bank contains information collected from employee surveys conducted by departments for the purpose of estimating employee demand for workplace day care and from workplace day care centre records for evaluating the workplace day care policy. Such information may include employee or user personal data, data on their children, anticipated demand for day care and probability and reasons for enrolling a child in a department-sponsored workplace day care centre. **Class of Individuals:** All federal employees included in Schedule 1, Part 1 of the Public Service Staff Relations Act. **Purpose:** The bank is to be used to determine whether sufficient employer interest and demand exist to merit further consideration (viability study) by the department of the possibility of establishing a workplace day care centre. It will be used to determine the level of ongoing federal rental support for the workplace day care centre. It will also be used for the purposes of evaluating the day care centre policy.

Consistent Uses: The information in this bank will be used for administrative and statistical purposes associated with the establishment of a day care centre. It will also be used for the evaluation and monitoring of the federal public service workplace day care policy. The information may be disclosed to Treasury Board, the department, an authorized committee of the department, a custodian department and the Board of Directors of the Day Care Centre. Together with the linked information from the files identified below, this information will form the basis for tabulations of the extent and type of employee day care users. **Retention and Disposal Standards:** The personal information as described in this Personal Information Bank may be retained for different periods of time, as decided by each government institution. At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the National Archivist of Canada. The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual. For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. **RDA Number:** 98/005 **Bank Number:** PSE 930

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PSE 930	Workplace Day Care

Agriculture and Agri-Food Canada

Chapter 1

Particular Banks

Career Management Program

Description: The bank contains personal information on employees such as: names, résumés, and career plans. There is information in the bank on the program's policies, guidelines and key documents. **Class of**

Individuals: All employees within the Farm Financial Programs Branch, Strategic Policy Branch, Rural Secretariat and Co-operatives Secretariat who wish to utilize the services provided by the Career Management Program. **Purpose:** The bank exists to facilitate and document the work with those employees using the Career Management Program services in their career development. The bank also exists to enable the matching and marketing of developmental opportunities within these branches with employees interested in acquiring certain specific skills and experience, as identified in their career plans. **Consistent Uses:** To provide ongoing career development assistance to the branches' employees in support of the continuous learning objectives of the Department. **Retention and Disposal Standards:** Policy and program records are held for five years from program modification or completion of the program. Employee information is kept for two years after the employee leaves the branch permanently. **Related to PR#:** AAFC HRB 860 **TBS**

Registration: 005112 **Bank Number:** AAFC PPE 830

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location;

appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:**

Departmental employees. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Public Works Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Health Canada for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that

the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **RDA Number:** 98/00 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 000913 **Bank Number:** AAFC PPE 808

Employment Equity Program

Description: This bank resides within Departmental Human Resources Management System. Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis. **Class of Individuals:** Departmental employees **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification. Use of the PRI is required mandatory for this bank. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity. **Retention and Disposal Standards:** SOS performed on quarterly basis. **RDA Number:** 98/00 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 003648 **Bank Number:** AAFC PPE 818

Executive Group Personnel Record

Description: This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position, Potential retirement date, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present. **Class of Individuals:** Members of the Executive Group in Agriculture and Agri-Food Canada. **Purpose:** To help in the staffing of Executive Group. **Consistent Uses:** To update and maintain staffing information on members of the Executive Group. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **RDA Number:** 98/00 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 002698 **Bank Number:** AAFC PPE 819

Expenditure Accounts – Departmental Employees

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. **Class of Individuals:** Employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments. **Purpose:** This bank is used for the payment of invoices and claims to employees of the Department claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** Records are also used for the issuance of statements of taxable benefits for income tax purposes. **Retention and Disposal Standards:** Records are retained for six years. **RDA Number:** 99/00 **Related to PR#:** AAFC CMB 914 **TBS Registration:** 002285 **Bank Number:** AAFC PPE 817

Financial Management Information System – SATURN

Description: The official financial and material management information system for the department, the Canadian Food Inspection Agency and , the Canadian Pari-Mutuel Agency, the Canadian Dairy Commission, and the Canadian Grain Commission. Information is classified as to: Responsibility (fund/cost centre); Authority (fund); Purpose (activity) Project (Internal order) and Object of Expenditure (GL) account. Personal information (i.e. addresses, telephone numbers, age, sex, marital status, country of birth, citizenship, etc.) with the exception of employee name is not captured in Saturn. For persons receiving taxable payments from the department, their Social Insurance Numbers (SIN) are captured and retained in Saturn. **Class of Individuals:** Non Departmental employees. **Purpose:** The SIN is required for inclusion on the Tax Information slip and on the tax information file that the department is required to transmit to Canada Customs and Revenue Agency. **Consistent Uses:** Refer to Purpose of the bank. **Retention and Disposal Standards:** Information remains on Saturn and is rolled from year to year. When there is no further activity, the information is removed from the system. **RDA Number:** 99/004 **Related to PR#:** AAFC CSMB 852 **TBS Registration:** 002945 **Bank Number:** AAFC PPE 805

Garnishment

Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the

Department. **Class of Individuals:** Information is held on employees of the Department of Agriculture and Agri-Food against whom garnishment proceedings have been taken. **Purpose:** To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act. **Consistent Uses:** This bank is also used to approve deductions from salary.

Retention and Disposal Standards: Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Department of Agriculture and Agri-Food and is destroyed after the two-year period. **RDA Number:** 86-001 **Related to PR#:** AAFC HRB 925 **TBS Registration:** 002048 **Bank Number:** AAFC PPE 807

Managerial Profile

Description: Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile. **Class of Individuals:** All employees of Agriculture and Agri-Food Canada occupying positions from EX minus 2 to top of Executive Group. **Purpose:** The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities. **Consistent Uses:** Same as for 'Purpose'. **Retention and Disposal Standards:** Minimum retention of 5 years as per authority. **RDA Number:** 98/00 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 002946 **Bank Number:** AAFC PPE 820

Parking

Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information for the administration and control of parking privileges. **Consistent Uses:** The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis. **Retention and Disposal Standards:** Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file. **RDA Number:** 85-001 **Related to PR#:** AAFC CMB 913 **TBS Registration:** 002283 **Bank Number:** AAFC PPE 816

Persons with Disabilities: Background Information on Employees for Departmental Advisory Committee

Description: This bank contains personal information on employees such as their name, title, group and level, Branch, address (some will submit both office and home addresses), telephone number; as well, if the employee wishes to stand for nomination to the advisory committee; is interested in having input on topics or issues relating to the committee; is willing to participate on sub-committees or working groups; would like to be kept informed of the activities of the committee; and any personal comments made by the respondents of the form. **Class of Individuals:** The information relates to employees in Agriculture and Agri-Food Canada of all groups and levels and from all regions. **Purpose:** The purposes of the information are to set up a departmental advisory committee and to build a distribution list of individuals interested in issues and topics touching on employing persons with disabilities. **Consistent Uses:** The information is for the use of the committee, the Assistant Deputy Minister of Corporate Management Branch and his/her advisors. **Retention and Disposal Standards:** To be determined. **TBS Registration:** 003928 **Bank Number:** AAFC PPE 828

Priority Placement System

Description: The content of the data base consists of 3 different screens. 1) Basic data which comprise of the first and last name of the priority employees priority type, reason for surplus, department, region, directorate, position number, first official language, sex, advisor name and phone number and if the employee has been offered and accepted the Early Retirement Incentive (ERI) or the Early Departure Incentive (EDI). 2) Marketing Fata which contains the start and end date of priority, their mobility, the work location, their availability for work, their second language, results and dates that they were tested their willingness to accept a lower level position, the possible group and level acceptable, the title of their actual position, their skill profile, their education and experience and their home and business telephone numbers. 3) Outcome (Managers cannot access this screen, it can only be accessed by the HRB unit for statistical purposes.) This screen contains information on employees who have accepted positions, who have resigned from the Public Service, laid-off and entail details such as whether they are salary protected, whether they have been retrained and at what cost. Information on employees paid out benefit such as pay in view, separation benefits, turnkey payments and retention payments. **Class of Individuals:** Priority employees. **Purpose:** To market our employees who have been put on priority for other suitable employment. **Consistent Uses:** There will be no other use of this information. **Retention and Disposal Standards:** Two years after the last administrative use. **RDA Number:** 98/00 **Related to**

PR#: AAFC HRB 920 **TBS Registration:** 003320

Bank Number: AAFC PPE 800

Reliability Checks

Description: The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. **Class of Individuals:**

Prospective and existing Agriculture and Agri-Food Canada employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets. **Purpose:** To help ensure that prospective and existing Agriculture and Agri-Food Canada employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks. **Consistent Uses:** The records are used to help determine an individual's reliability.

Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. **Retention and Disposal Standards:**

Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Department destroys the criminal record in question or any reference thereto immediately. **Related to PR#:**

AAFC CMB 856 **TBS Registration:** 002099 **Bank Number:** AAFC PPE 813

Request for Transfer File

Description: The bank contains transfer requests from individuals from within Agriculture and outside departments. Records may contain personal résumés. Performance appraisals may also be included. **Class of**

Individuals: Employees of Agriculture and Agri-Food Canada and outside departments. **Purpose:** To provide a record of information used in staffing positions in a government institution. **Consistent Uses:** To select possible candidates to staff positions on a transfer basis within Agriculture and Agri-Food Canada.

Retention and Disposal Standards: Records are kept for a period of 2 years. **RDA Number:** 98/00

Related to PR#: AAFC HRB 860 **TBS Registration:** 002701 **Bank Number:** AAFC PPE 822

Research Skills Inventory

Description: The bank contains personal information on employees such as: name, PRI, classification, first official language, professional skills and retirement data. **Class of Individuals:** Research Branch Scientific and Professional Category employees. **Purpose:** To be

used for human resources planning purposes. This inventory serves to establish the Branch's actual scientific and professional population and to forecast the future needs/demand. **Consistent Uses:** To plan future demand for scientific and professional personnel. **Retention and Disposal Standards:** The bank is to

be updated annually. Records are kept for a period of five years. **RDA Number:** 98/00 **Related to PR#:** AAFC HRB 921 **TBS Registration:** 002700 **Bank Number:** AAFC PPE 803

Salary Management System

Description: This bank contains information about employees of the institution including the following: Personal Record Identifier, First and Last Name, Occupational Category and Level, Annual Salary, Employment Anniversary Date, and Financial Coding. **Class of Individuals:** Employees of the institution.

Purpose: The Salary Management System is a subsidiary system of Saturn, the institution's finance and material management system. It is also the department's official record keeping system for salary management. The system has two main functions: first, it is a means to forecast salary expenditures and is therefore a tool in the management of operating budgets; second, it processes raw data from the government's Regional Pay System into data that can be used by the department's financial system. To meet the system's requirements to be able to perform these two functions, the bank is used to add financial coding to pay records received from the Pay System, and to provide data about employees and positions that is needed to calculate forecasted expenditures.

Consistent Uses: The Salary Management System has only the two functions described above. **Retention and Disposal Standards:** Information is kept for six fiscal years then destroyed. **Related to PR#:** AAFC CMB 700 **TBS Registration:** 005113 **Bank Number:** AAFC PPE 831

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank. **Class of Individuals:** Individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Agriculture and Agri-Food Canada may refer only to the information

contained in this bank and not to investigate information contained in the CSIS bank. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis. **Retention and Disposal Standards:** Two years after an employee leaves Agriculture and Agri-Food Canada after which the records are destroyed. **Related to PR#:** AAFC CMB 852 **TBS Registration:** 002943 **Bank Number:** AAFC PPE 826

Telecommunication

Description: This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service or other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee. **Class of Individuals:** Employees of the Department. **Purpose:** This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs. **Consistent Uses:** This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager. **Retention and Disposal Standards:** These records are retained for two years except for the information on financial transactions is kept for six years. **Related to PR#:** AAFC CMB 852 **TBS Registration:** 003319 **Bank Number:** AAFC PPE 827

Training and Development

Description: This bank within Human Resources Management System contains personal data including course applications and evaluations; personal record Identifier (PRI); records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. It also contains applications for personal and professional developmental programs. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation for the administration and the application to training and development programs within government institutions. The PRI is used for the purpose of identification and financial administration of training. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee. **RDA Number:** 98/00 **Related to PR#:** AAFC HRB 927 **TBS Registration:** 000917 **Bank Number:** AAFC PPE 810

Travel and Relocation

Description: This bank contains authorized requests for individual travel cards (ITCs), foreign travel, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding travel cards, travel and relocation, and to obtain passports and visas for employees travelling overseas. **Consistent Uses:** The information is also used to administer the travel and relocation functions with respect to their approval and to issue travel cards, passports and visas. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled except for: travel cards, which are retained until the expiry date and passports, which are retained for a minimum of five years. **RDA Number:** 99/00 **Related to PR#:** AAFC CMB 852 **TBS Registration:** 002282 **Bank Number:** AAFC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Vehicle, Ship, Boat and Aircraft Accidents

Atlantic Canada Opportunities Agency

Chapter 2

Particular Banks

Attendance and Leave

Description: This bank contains information on all approved leave requests as well as on monthly attendance reports and notes including physical certificate forms justifying absences. **Class of Individuals:** The information held in this bank relates to the Atlantic Canada Opportunities Agency's (ACOA) employees. **Purpose:** Information is obtained for the administration of employee attendance and leave. It is also used in the verification of absences against leave credits, and of salary payments against attendance reports. It is used to record leave on annual leave report forms as well as to evaluate the use of leave and rates of absenteeism. **Retention and Disposal Standards:** The records are destroyed two years after the end of the fiscal year. **TBS Registration:** 003380 **Bank Number:** ACO PPE 801

Incentive Awards

Description: This bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental based employee awards programs. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. **Class of Individuals:** Information in this bank relates to all employees of the Public Service who have been nominated for awards under the Incentive Awards Plan or any other departmental based employee awards program. **Purpose:** The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental Employee Awards Program. The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed and

precedent setting files for 25 years then destroyed

(subject to National Archives approval). **TBS**

Registration: 003379 **Bank Number:** ACO PPE 804

Performance Reviews and Employee Appraisals

Description: This bank contains information regarding the performance of individual employees in terms of skills, abilities, and accomplishments. **Class of Individuals:** Files contain copies of annual Performance Reviews and Employee Appraisals reports which contain employee evaluations, summaries of performance reviews, career, training and development objectives. Information relates to all employees of the institution. **Purpose:** This bank is used to determine employees' annual salary rate and to collect statistical data. The bank is also used to determine training and development needs. **Retention and Disposal Standards:** Records are retained for five years for all employees and are then destroyed. **TBS Registration:** 003378 **Bank Number:** ACO PPE 803

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance numbers; examination results and certificates; records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; record of approved courses for employees in annual training plans; departmental training records for in-house courses; information required for central agency reporting purposes including forms (training - expenditure, and training - human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended education leave, Career Assignment Program (CAP) and other special development programs. **Class of Individuals:** This information includes résumés, performance reviews, return of service undertaking agreements, and forms indicating management approval; inventory of training/authorization forms; inventory of CAP participants;

inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants. Information in this bank relates to employees of the Atlantic Canada Opportunities Agency (ACOA) and other public servants who have either attended ACOA courses or who have acted as instructors in ACOA courses. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within the Agency and to prepare files submitted to human resources committees for approval. The bank is also used by central agencies in the administration of the Training and Development Information System, and development programs. The bank is also used to register employees on courses and maintain a record of courses taken, to enable follow-up concerning payment as well as to provide management and Treasury Board with information concerning employee training and planned training activities. **Retention and Disposal Standards:** Records are destroyed two years after completion of training and development undertaken by the employee. **TBS Registration:** 003381 **Bank Number:** ACO PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Reliability Checks

Security Clearance

Travel and Relocation

Vehicle, Ship, Boat and Accident Aircraft

Atlantic Pilotage Authority Canada

Chapter 3

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Occupational Safety and Health

Pay and Benefits

Bank of Canada

Chapter 4

Particular Banks

Access Cards

Description: This bank contains Access Card Authorization forms, names, photo images, security levels, employment status and employee identification numbers for the issuance of access cards, which are used to identify individuals authorized to be present on Bank premises. **Class of Individuals:** Bank of Canada employees; contractors; tenants. **Purpose:** The purpose of this bank is to maintain information relating to the issuance of access cards. **Consistent Uses:** To issue and control access cards. **Retention and Disposal Standards:** These records are kept for a

period of two years after an individual leaves the Bank or two years after the last administrative use, then destroyed. **TBS Registration:** 003289 **Bank Number:** BOC PPE 818

Attendance and Leave

Description: This bank contains absence input forms and summary reports which include the employee identification number, leave applications, and correspondence related to attendance and leave. The annual summary of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form, as modules of institutional personnel databases, especially as time/attendance, leave control and absenteeism

systems. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to support the administration of employee attendance and leave. **Consistent Uses:** To record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism. **Retention and Disposal Standards:** Records are kept for a period of three years, then destroyed. **TBS Registration:** 002211 **Bank Number:** BOC PPE 821

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions. **Consistent Uses:** To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. **Retention and Disposal Standards:** Records are kept for a period of five years following the date of disciplinary action, then destroyed. **TBS Registration:** 002219 **Bank Number:** BOC PPE 836

Employee Health Record

Description: This bank contains occupational health evaluations and all personal medical data including employee assistance records and copies of Workplace Safety Insurance Board (WSIB) reports. Prior to 2002, this bank may also contain records relating to the Income Maintenance and Long-Term Disability Programs, i.e. completed forms to apply for LTD; all interaction between employee and Health Services; gradual return to work program records, etc. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain health evaluations on Bank employees, and to provide documentation for the administration of occupational health and certain benefit programs. **Consistent Uses:** The information is used to support medical, employment and pension decisions/entitlements. **Retention and Disposal Standards:** Records are kept for a period of 20 years following the last administrative use, and a further 20 years for certain records relating to designated substances or procedures, i.e. audiograms. **TBS Registration:** 002215 **Bank Number:** BOC PPE 830

Employee Personnel Record

Description: Information concerning personal characteristics, including age and sex; employee

identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required. **Class of Individuals:** Bank of Canada employees. **Purpose:** This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer. **Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.

Retention and Disposal Standards: After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are

kept on an employee's file for a period of five years and then destroyed. **TBS Registration:** 002210 **Bank Number:** BOC PPE 810

Employment Equity Program

Description: This bank contains personal information on employees that is needed to support the Bank's Employment Equity program. This information is collected on a voluntary basis, and respondents are asked to identify their gender, whether they are an aboriginal person, whether they have a disability, or are a member of a visible minority group. **Class of Individuals:** Regular full-time employees; regular part-time employees; contract and temporary employees of the Bank of Canada.

Purpose: This information is used for purposes specified in the Employment Equity Act; that is for implementation of the employment equity policy and program. Data are collected to provide a comprehensive picture of Bank staff by designated groups (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information may be linked with that in other banks containing employee information using the Employee Number in order to obtain statistical information used in the preparation of the Annual Report to the Minister of Human Resources Development Canada. This data is also used to compare the situation of designated group members with non-designated group members within the Bank and with their counterparts in the general labour market. Self-identification information may also be obtained from the bank on Applications for employment (BOC PPU 035). **Consistent Uses:** The information gathered is used in the delivery of the Bank's Employment Equity program to help create a more representative workforce. It may be used to compile statistical data or for administrative purposes that support measures to ensure that designated groups are equitably represented in the Bank. **Retention and Disposal Standards:** Employment Equity questionnaires are retained for a period of two years after an employee leaves the Bank, then destroyed. When questionnaires are superseded, the previous questionnaires are immediately destroyed. **TBS Registration:** 001942 **Bank Number:** BOC PPE 817

Facility Management Database

Description: This bank contains records of employee names, employee identification numbers, employment status, job levels and access card numbers which are used to support the management of space allocation and related resources. **Class of Individuals:** Bank of Canada employees and contractors. **Purpose:** To assist the Bank in managing space allocation resources. **Consistent Uses:** To allocate space and assets related to space such as furniture, phones, etc. **Retention and Disposal Standards:** Records are kept for a maximum of 6 months after an individual leaves the Bank, then destroyed. **TBS Registration:** 004236 **Bank Number:** BOC PPE 819

Garnishees

Description: This bank contains orders of garnishment and related correspondence. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information concerning orders for garnishment. The social insurance number may or may not be present. If present, it is in some cases authorized under the Income Tax Act and the Family Orders and Agreements Enforcement Assistance Act and Regulations. **Consistent Uses:** To provide for the execution of orders of garnishment. **Retention and Disposal Standards:** Records are kept for a period of six years after the garnishment order is no longer in force, then destroyed. **TBS Registration:** 000076 **Bank Number:** BOC PPE 822

Grievances

Description: This bank contains presentations by employees, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions required in the grievance process regarding classification; and correspondence about grievances. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to record information used in the grievance process. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, to resolve grievances at all levels in the grievance process. **Retention and Disposal Standards:** Records are kept for a period of five years following date of resolution, then destroyed. **TBS Registration:** 002218 **Bank Number:** BOC PPE 835

Income Maintenance and Long-Term Disability Claims

Description: This bank contains specific case file records relating to the Income Maintenance and Long Term Disability programs. It contains notice of leave of absence, completed necessary forms applying to programs, medical certificates, payment information, correspondence between employee and Great West Life regarding their claim, gradual return to work program records, etc. **Purpose:** The purpose of this bank is to document information on the administration of the Income Maintenance and Long-Term Disability Programs of the Bank of Canada. **Consistent Uses:** To administer specific claims and ensure payments are made to employees who are on the income maintenance and long-term disability programs. **Retention and Disposal Standards:** Records are kept for a period of 10 years after termination of the claim or after last administrative use, then destroyed. **TBS Registration:** 005279 **Bank Number:** BOC PPE 832

Occupational Injury

Description: This bank contains accident and occupational injury or illness records, claims for compensation, and related correspondence, including first aid records. Summaries of accident reports are also produced using a microcomputer. **Class of**

Individuals: Bank of Canada employees. **Purpose:** To maintain records relating to occupational injuries or illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work. It also provides documentation for the administration of occupational safety and health programs in the Bank of Canada.

Consistent Uses: To record safety and health details and causes of accidents/injuries in order to assist in accident prevention and health protection. To assure Bank employees receive proper compensation for accidents/injuries. **Retention and Disposal**

Standards: First aid records are retained for two years, then destroyed. Accident and occupational injury or illness records are held for 10 years following the date of the occurrence, then destroyed. **TBS Registration:** 002217 **Bank Number:** BOC PPE 831

Official Languages

Description: This bank contains basic personal data such as first official language and the employee identification number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages qualifications of employees. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees. **Consistent Uses:** To document the language training needs and accomplishments of employees, and to aid in determining the linguistic status of employees and in auditing the administration of official language programs. **Retention and Disposal Standards:** Records are kept for a period of two years after the employee leaves the Bank, then destroyed. **TBS Registration:** 002214 **Bank Number:** BOC PPE 826

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on public property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges. **Consistent Uses:** To maintain a record of parking permits. **Retention and Disposal Standards:** Records are kept for a period of three years after the permit expires, then destroyed. **TBS Registration:** 002236 **Bank Number:** BOC PPE 842

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, including the social insurance number, as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a computer-based system in order to generate salaries, pensions, deductions or to adjust an employee payroll/personnel record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits. The use of the social insurance number is a requirement under the Income Tax Act, the Employment Insurance Act. **Consistent Uses:** To approve the disbursement of salaries and allowances and the retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The bank enables audit and reconciliation of payroll accounts (e.g., employee remuneration and entitlements) and supports the recovery of overpayments and debts owed to the Crown and, where applicable, enables execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. **TBS Registration:** 002212 **Bank Number:** BOC PPE 820

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews with both complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations; and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information will also be filed in the Discipline Bank. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace. **Consistent Uses:** To make decisions in specific instances on whether or not personal harassment is occurring and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. **Retention and Disposal Standards:** Records are kept for a period of five years following the date of the most recent administrative activity in relation to an

individual case, then destroyed. **TBS Registration:** 002237 **Bank Number:** BOC PPE 837

Reliability Checks and Security Clearances

Description: This bank contains employee identification numbers, completed fingerprint forms, results of the Royal Canadian Mounted Police criminal records name checks and/or fingerprinting records checks, credit bureau checks and Access Card Authorization forms. In addition, this bank contains completed Personnel Security Clearance Questionnaires and Personnel Security Assessments, summaries of Canadian Security Intelligence Service records checks and investigations, completed Government of Canada Personnel Screening Request and Authorization forms, and security briefings. Notation of level of security clearance may be attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees; employees of a contracted company; service personnel and construction workers requiring temporary access to buildings. **Purpose:** The purpose of this bank is to maintain reliability check documentation; to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security clearance. **Consistent Uses:** The records are used to help determine an individual's reliability, to determine the level of security clearance and to provide information for the administration of the Bank's security measures. It is also used to support decisions on reliability checks and security clearances, transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** Records are kept for a period of two years after an employee leaves the Bank, then destroyed. Contracted company employees' records are kept for two years after the last administrative use, then destroyed. In the case where a criminal record exists, and if notified that a pardon has been granted, the criminal record in question is destroyed immediately. **TBS Registration:** 002216 **Bank Number:** BOC PPE 816

Relocation

Description: This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information regarding the relocation of employees. **Consistent Uses:** To administer the relocation functions with respect to their approval, as well as advances and claims. **Retention and Disposal Standards:** Records are kept for a period of seven years following the date of the last transaction, after which they are destroyed. **TBS Registration:** 000074 **Bank Number:** BOC PPE 840

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating committee assessments, including evaluation notes from staffing committees; test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including by competition and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and the employee identification number. Notations of staffing decisions may also appear in the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The bank provides a record of the information used in staffing positions. **Consistent Uses:** To select candidates and staff positions. **Retention and Disposal Standards:** Staffing records are kept for a period of two years after the year in which they are created, or two years after the last administrative use, then destroyed. **TBS Registration:** 002013 **Bank Number:** BOC PPE 815

Training and Development

Description: This bank contains personal data including sex of the individual, language preference, course applications and evaluations; employee identification numbers; examination results and certificates; records of fee payments; and correspondence related to employee participation in training and development activities, both sponsored by the Bank and operated by other organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee Appraisal Form which is in turn attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs. **Consistent Uses:** To approve the participation of employees in training and development activities, to register the employees and to certify their achievements. **Retention and Disposal Standards:** Records are kept for a period of five years, then destroyed. **TBS Registration:** 002213 **Bank Number:** BOC PPE 825

Training and Development — Development Assignment Programs

Description: This bank contains employee profiles, interview information, details of assignments, assignment proposal forms and agreements, and correspondence related to various development

assignment programs. **Class of Individuals:** Bank of Canada employees who have been selected for possible assignments within their own department as well as in other departments of the Bank as well as those who have expressed their intention of participating in one of the programs. **Purpose:** This bank was created to maintain an inventory of employees interested in or selected for possible assignments within the Bank, and to administer the programs. **Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within the Bank. It is also used for statistical, administrative and career planning purposes. **Retention and Disposal Standards:** Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments). Selected information on all candidates is

computerized and retained for statistical purposes for ten (10) years. **TBS Registration:** 003424 **Bank Number:** BOC PPE 827

Travel

Description: This bank contains advances, claims, receipts, travel arrangements, itineraries and correspondence concerning employee business travel.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to maintain information regarding the travelling expenses of employees. **Consistent Uses:** To provide advances and approve claims for business travel expenses.

Retention and Disposal Standards: Records are kept for a period of seven years, then destroyed. **TBS Registration:** 000075 **Bank Number:** BOC PPE 841

Belledune Port Authority

Chapter 5

Note: The Belledune Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998 and came into force with respect to Belledune on March 29th, 2000. As a consequential amendment, the port authority was added to Schedule 1 of the Access to Information Act and the Schedule of the Privacy Act.

British Columbia Treaty Commission

Chapter 6

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Performance Reviews and Employee Appraisals

Staffing

Travel and Relocation

Business Development Bank of Canada

Chapter 7

Particular Banks

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of

disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** BDC employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions. **Consistent Uses:** To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. **Retention and Disposal Standards:**

Portions of these records are kept for 6 years then destroyed. Other portions may be transferred to the "Employee Personnel Record" and retention periods for that bank apply. **TBS Registration:** 003923 **Bank Number:** BDBC PPE 820

Employee Assistance Program

Description: This bank contains information pertaining to a voluntary confidential counselling service offered to employees and their dependents. Employees and their dependents requiring counselling contact the consultant directly. The services of the consultant have been retained by BDC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at BDC. This is to ensure confidentiality of the program. **Class of Individuals:** BDC employees and their dependents. **Purpose:** The bank allows the consultant to ensure continuity of service to BDC employees and their dependents in order to ensure confidentiality to those requesting these services.

Retention and Disposal Standards: The information is kept by the consultant until contract termination. **TBS Registration:** 003748 **Bank Number:** BDBC PPE 805

Employee Awards Program

Description: This bank contains information on employees who were nominated for awards under the BDC's former suggestion programs. Data elements include name, employee title, suggestion number, type of suggestion with outline, and whether it was awarded and/or implemented. **Class of Individuals:** BDC employees who have applied under the program.

Purpose: The purpose of this bank was to identify individuals who have made suggestions and to provide a record of the evaluation of the suggestion. **Consistent Uses:** The computer system was used to control the processing of suggestions and the giving of awards, when appropriate. **Retention and Disposal Standards:** File is active for a 2 year period. If the suggestion is not acted upon within 2 years, the file is deemed inactive and records are retained for a further 3 years then destroyed. **TBS Registration:** 003922 **Bank Number:** BDBC PPE 815

Employment Equity Survey

Description: This bank contains information on self-identification with regard to sex, race, ethnic origin and disabilities. **Class of Individuals:** Permanent full-time employees; permanent part-time employees; and temporary employees. **Purpose:** The purpose of this bank is to implement an employment equity program and to prepare workforce analysis reports which are to be submitted to Human Resources Development, Canada. Data are collected to provide a comprehensive picture of employees by designated-group status (e.g. women, aboriginal people, persons with disabilities and persons belonging to a visible minority). **Consistent Uses:** The information gathered will be used for institutional purposes

in the employment equity program to identify and eliminate systemic discrimination, and to introduce special measures (e.g. training, accommodations) to ensure that persons in designated groups are equitably represented. It may also be used for policy and planning purposes.

Retention and Disposal Standards: These records will be retained for a period of at least five years after the year in respect of which a report is made. **TBS Registration:** 003752 **Bank Number:** BDBC PPE 801

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) **Class of Individuals:** Employees of the BDC. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within the BDC and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the relevant legislation. **Retention and Disposal Standards:** Records are retained by BDC for the duration of employment plus one year. They are then merged with the corresponding Employee Personnel Record file and transferred to the control of National Archives of Canada and follow the same retention and disposal standards as the Employee Personnel Record standard file. Exception to this procedure occurs however in instances where there is a need to settle overpayments, to collect debts owed to the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. **TBS Registration:** 003751 **Bank Number:** BDBC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Vehicle, Ship, Boat and Aircraft Accidents

Canada Council for the Arts

Chapter 8

Particular Banks

Conflicts of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the Council. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** These files are kept for the duration of employment plus 2 years, after which the records are destroyed. **TBS Registration:** 003780 **Bank Number:** CAC PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Canada Customs and Revenue Agency

Chapter 9

Particular Banks

Students' records of the Customs Inspector Recruit Training Program (C.I.R.T.P.)

Description: The data bank includes biographical information prepared by the student, exams completed by the students and the results. The file may occasionally include manuscript notes pertaining to performance or behaviour of the student while at the College. Course titles and dates of the particular training are to be quoted for access to information. **Class of Individuals:** Employees of Customs and Excise who are current or former students on the Customs and Excise Inspector Recruit Training Program. **Purpose:** The purpose of this bank is to maintain up-to-date the evolution of the student on this pass/fail training program. Also, this bank is to maintain records for reference purposes to evaluate performance

and to assist in career planning and future work assignments. **Retention and Disposal Standards:** Records are retained for two (2) years after completion of the particular training. **RD Number:** 86/001 **TBS Registration:** 000002 **Bank Number:** CCRA PPE 801

Activity Management and Costing Data Bank

Description: Data contained in this bank pertains to weekly activities performed by each employee and includes data (in terms of time and cost) by activity, organization/operating budget, and project/case, plus non-compliance and unreported time/production reports. **Class of Individuals:** Individuals identified in this bank are all employees of Canada Customs and Revenue Agency, as well as staff members who have been engaged under personal service contracts. **Purpose:** The purpose of this information bank is to

maintain production utilization data, in terms of time and cost, on all continuing departmental employees as well as term/casual employees and staff members who have been engaged under personal service contracts. This bank is used to provide managers and management information systems with information regarding production time and cost of departmental employees and contract staff through a series of reports. An individual report containing one staff member's activities for the current fiscal year to date can be produced on request. Access will not be permitted without adequate proof of identification and/or authority. **Retention and Disposal Standards:** Input records in this bank are maintained for two years. **TBS Registration:** 003544 **Bank Number:** CCRA PPE 811

Canada Customs and Revenue Agency Operations and Staff Matters Bank

Description: This information bank relates to the investigation of Canada Customs and Revenue Agency employees emanating from allegations of fraud, defalcation, bribe, breaches of trust, misuse of the Agency's electronic networks, or misconduct. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class**

of Individuals: Employees of the Canada Customs and Revenue Agency who are, or have been under investigation for fraud, defalcation, bribe breaches of trust, misuse of the Agency's electronic networks or misconduct, and members of the general public interviewed in the course of such investigations.

Purpose: The information is compiled to carry out investigations of such employees. **Retention and Disposal Standards:** Records in this bank are retained for five years after the case is closed. **TBS Registration:** 002026 **Bank Number:** CCRA PPE 803

Employee Use of Material Card

Description: This bank consists of written agreements and cards maintained to record the issuance of material, particularly equipment to agency employees for use of government premises. **Class of Individuals:** Employees of the Canada Customs and Revenue Agency. **Purpose:** To track and maintain the location of material when being utilized off government premises. **Retention and Disposal Standards:** Files are retained for two years after return of equipment. **RDA Number:** 78/001 **TBS Registration:** 001764 **Bank Number:** CCRA PPE 806

Internal Investigations

Description: This bank contains investigative reports and correspondence between officials of the Canada Customs and Revenue Agency with respect to whether an allegation against an employee is founded or not founded. **Class of Individuals:** Current or former employees of the Canada Customs and Revenue

Agency and members of the general public interviewed in the course of such investigations. **Purpose:** The purpose of this bank is to record all information concerning any alleged or suspected violation of Canada Customs and Revenue Agency legislation, or of other laws, which could adversely affect the interests of the Agency. The bank also contains notes of interviews with members of the general public interviewed in the course of such investigation. This information is used to determine an appropriate course of action, including recovery of moneys owed to the Crown, disciplinary action against individuals or prosecution against individuals and to comply with the Financial Administration Act, the Treasury Board Policy on Losses of Money and Offences and Other Illegal Acts Against the Crown, and the Canada Customs and Revenue Agency Policy on Terms and Conditions of Employment. **Consistent Uses:** Information contained in this bank may be provided to the Royal Canadian Mounted Police, Enforcement or Investigation Agencies prescribed by other related laws and to the Department of Justice. **Retention and Disposal Standards:** Files are maintained for five years after the case is closed. **TBS Registration:** 000004 **Bank Number:** CCRA PPE 813

Word Processing Equipment Training Reports

Description: This bank relates to the training of departmental employees on word processing software and contains comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class of Individuals:** Employees of Canada Customs and Revenue Agency. **Purpose:** This bank is used to provide a history of employees' training on word processing software. **Retention and Disposal Standards:** Records in the bank are retained for five years. **TBS Registration:** 002027 **Bank Number:** CCRA PPE 805

Canada Customs and Revenue Agency Leave and Overtime Reporting System

Description: Data contained in this bank pertain to occurrences of leave, overtime, shift work and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of the CCRA Agency with the exception of terms under three months. **Class of Individuals:** Employees of the Agency. **Purpose:** The purpose of this information bank is to maintain detailed leave, overtime, and shift work data on all continuing Agency employees, as well as term employees over three months. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission to Public Works and Government Services Canada to meet Treasury Board requirements. Individual reports, containing detailed information of

leave and overtime activity, is available to employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority. **Retention and Disposal Standards:** Current year plus two. **TBS Registration:** 003543 **Bank Number:** CCRA PPE 804

Employee Profiles

Description: Information in the bank contains personal information on CCRA employees, including name, address, record identifier experience & skills performance appraisals, competency assessment results, training and learning records, career development data. **Purpose:** To maintain up to date information on current employees for matching with job competency profiles for purpose of staffing, for human resources planning, to assist in future career planning and for purposes of monitoring and managing employee performance. **Class of Individuals:** Employees of CCRA. **Consistent Uses:** External and internal third party reviewers; internal audit and evaluation staff; Human Resources officials for analysis and HR planning purposes; representatives of Resourcing and career Management Division, Ottawa. **Retention and Disposal Standards:** Until an employee retires or for a minimum of two years following the date an employee leaves the CCRA and then sent to Archives. **Related to PR#:** CCRA PSE 921 **TBS Registration:** 005105 **Bank Number:** CCRA PPE 830

Employment Equity Program

Description: This bank contains information from the self-identification questionnaire called the Work Force Profile that gives the Canada Customs and Revenue Agency (CCRA) a clear, factual count of the employees who make up its workforce. The information is collected on a voluntary basis, and respondents are asked to identify whether they are a person with a disability, an Aboriginal person, a member of a visible minority group, and whether they are male or female. For identification purposes, employees Personal Record Identifier and their first and last name are included in the questionnaire. The information is confidential and protected by the Privacy Act, and stored securely with the Employment Equity Section, and also in the Corporate Administration System (CAS) on a secure server. This information does not appear in the employee personnel file and will not be released without the employee's authorization. In accordance with the Employment Equity Act (EEA), only employees implementing Employment Equity and those responsible for maintaining and supporting CAS for Employment Equity have access to this information. **Class of Individuals:** Employees of the CCRA. **Purpose:** The CCRA is required to collect information and conduct an analysis of its workforce in order to determine the degree of under-representation of designated group

members, (i.e. women, Aboriginal peoples, persons with disabilities and members of visible minority groups) in comparison with the labour market availability. This allows the CCRA to assess their progress on employment equity. The aggregated information will also appear in the CCRA's report to Parliament on employment equity. To get a complete picture of the CCRA's workforce and to determine the progress that has been made in employment equity, it is necessary to link information with occupational groups, salary ranges, hiring, promotions and, separations gathered from existing information systems. **Consistent Uses:** The data is primarily collected for statistical purposes. The information is used for the CCRA's Employment Equity Program, to work toward achieving equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct the conditions of disadvantage in employment experienced by the four designated groups. **Retention and Disposal Standards:** Records are retained for a minimum of two years after the employee has left the organization and then sent to Archives. **Related to PR#:** CCRA PSE 918 **TBS Registration:** 005107 **Bank Number:** CCRA PPE 820

Managerial and Confidential Exclusions

Description: Information in this bank includes the criteria on which the position is excluded, position number and title, organizational location, bargaining unit identification, effective date of the exclusion status of the position, the employee name, employee group and level. **Class of Individuals:** Employees of the CCRA occupying or have occupied a managerial or confidential excluded position. **Purpose:** The purpose of this bank is to maintain a complete listing of all managerial or confidential excluded positions in the Agency. **Retention and Disposal Standards:** Information is retained until the position is de-excluded. **RDA Number:** 86/001 **TBS Registration:** 000003 **Bank Number:** CCRA PPE 812

Mediation Files Bank

Description: This bank contains information on mediations conducted between employees of the CCRA. All mediators, internal or external, complete a Mediator's Report immediately following a case, and forward the information in a private and confidential manner to the Office of Dispute Management. The information is filed under lock and key and in a sealed envelope and may contain the following documents: the Agreement to Mediate, mediator notes and the Mediation Resolution Agreement. **Class of individuals:** Employees of the CCRA who participated in a Mediation Session. **Purpose:** The purpose of this bank is to ensure consistency and confidentiality in the filing of Mediation documents. **Consistent Uses:** The Mediator Reports will be used by the ODM for statistical and quality assurance purposes. Records of mediation

would be viewed by the ODM in the following circumstances: need to contact the parties regarding case-related or unrelated follow-up activities, and monitoring of the nature of resolution agreements.

Retention and Disposal Standards: Records of mediation are retained for two years after the mediation completion date, and then destroyed. **Related to PR#:** CCRA PSE 926 **TBS Registration:** 005106 **Bank Number:** CCRA PPE 825

Recognition Program

Description: The bank includes information about CCRA's Recognition Program. A new approach for recognition was approved on October 15, 1998. This new program is a result of a proposal recommending the redesign of the two programs in Canada Customs and Revenue Agency (Recognition and Rewards in Customs and Excise and Innovation and Excellence in Taxation). The information may include the name of the employee; a synopsis of the achievements; the employee group, level and work location; and award.

Class of Individuals: Agency employees who have been nominated for a local regional or branch award, a CCRA Award of Excellence, Long Service Award, Suggestion Award, a Minister's Award or an External Award. **Purpose:** To assist in the administration of Recognition Program. **Consistent Uses:** Some local offices use the bank for local record keeping. Some records are maintained on file nationally. **Retention and Disposal Standards:** Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Section; financial records should be kept for 5 years then destroyed. **Note:** This bank was formerly entitled Innovation and Excellence. **TBS Registration:** 003212 **Bank Number:** CCRA PPE 810

CCRA Supervisory In-Basket Exercise Results System

Description: Information in the bank includes CCRA Supervisory In-Basket Exercise results, date of test, last name, first name and initials, and personal record identifier, gender, date of birth number of years of service, education, membership in designated employment equity groups and group and level of the

candidates are also included on a voluntary basis.

Class of Individuals: Records in this bank apply to only those individuals who have written the CCRA Supervisory In-Basket Exercise for a selection process. Access will not be permitted without adequate proof of identification and/or authority. **Purpose:** This information bank was established to provide the Resourcing Standards and Assessment Services Section of the Human Resources Branch with a method of controlling the retest period, applying test results from one selection process to another, analyzing test results and allowing for collection of follow-up data for research purposes. **Retention and Disposal Standards:** Records are retained indefinitely since test results may be valid indefinitely. Test results may have to be disclosed for appeal purposes. **TBS Registration:** 003211 **Bank Number:** CCRA PPE 807

Public Key Infrastructure (PKI) Internal Identification

Description: As per the CCRA Certificate Authority Internal Certificate Policy (CCRA CA CP - Internal), the identify of individuals employed by the CCRA must be verified prior to issuance of PKI certificates enabling secure online transactions. The information may be collected in paper or electronic format and may include protected information such as employee name, PRI or date of birth. Information collected for identification and authentication purposes includes the employee's name and SMTP mail address which are published to the X.500 directory. **Class of Individuals:** Employees, contractors, organisational roles, and applications within CCRA. **Purpose:** PKI certificates will be used to enable telecommuting capabilities and secure email for all CCRA employees. **Consistent Uses:** The information gathered prior to the issuance of PKI certificates is for identification and authentication purposes only.

Retention and Disposal Standards: All records containing sensitive plaintext information are stored in accordance with the Government Security Policy (GSP). CCRA correspondence (Subscribers' Agreements and any identification and authentication information) and reports are archived for a minimum of six (6) years All records are considered Protected B and destroyed as per guidelines. **TBS Registration:** 004487 **Bank Number:** CCRA PPE 818

Canada Deposit Insurance Corporation

Chapter 10

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest

situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the Corporation. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict

of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** These records are kept 2 years after the last administrative action. **TBS Registration:** 002296 **Bank Number:** CDI PPE 805

Employee Access to Premises

Description: Access cards are issued to CDIC employees and contract workers to permit them access to the premises. This bank is a data base which contains the date and the time that holders of the access cards enter and exit locked doors on CDIC premises. **Class of Individuals:** Employees of the Canada Deposit Insurance Corporation and other individuals who are given access rights to CDIC premises. **Purpose:** While it is a function of the electronic door security system to record this information, the information is not used to monitor staff movement and is considered to be of little value.

Retention and Disposal Standards: In the Ottawa office, where the security system is controlled by CDIC, this information is deleted from the data base every six months. In the Toronto office, where the security system is controlled by the landlord, the data is deleted after five years. **TBS Registration:** 003708 **Bank Number:** CDI PPE 806

Employee Personnel Record

Description: This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, performance reviews and employee appraisals, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians' certificates associated with sick leave.

Class of Individuals: The information relates to current and former employees. **Purpose:** The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. **Consistent Uses:** This bank is also used to authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts.

Retention and Disposal Standards: These records are destroyed at age 80 provided two years have elapsed since the last administrative action on file. Records are retained for the duration of employment plus one year and then transferred to the control of the National Archives of Canada. **TBS Registration:** 003652 **Bank Number:** CDI PPE 801

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; lists of candidates; rating board assessments including evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes including human resources inventory searches. Records in the bank contain a variety of personal information such as age, sex, education levels and social insurance numbers. **Class of Individuals:** Employee applicants. **Purpose:** The purpose of this bank is to select candidates and fill staff positions.

Retention and Disposal Standards: These records are kept two years after the last administrative action.

TBS Registration: 002293 **Bank Number:** CDI PPE 802

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities both sponsored by the government and operated by non-government organizations which may require the use of the social insurance number. It should be noted that participation and achievement records and information on an employee's needs for individual development related to performance is contained in the Employee Personnel File. **Class of Individuals:** Current and former employees. **Purpose:** The purpose of this bank is to approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. **Retention and Disposal Standards:** These records are kept for 2 years after the last administrative action. **TBS Registration:** 002295 **Bank Number:** CDI PPE 804

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries; and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of the Corporation. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval; and to post authorizations, advances and claims.

Retention and Disposal Standards: These records are kept for 8 fiscal years. **TBS Registration:** 002294 **Bank Number:** CDI PPE 803

Canada Economic Development for Quebec Regions

Chapter 11

Particular Banks

Assignment Program

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence.

Class of Individuals: Federal government and CED's employees who have requested a department assignment. **Purpose:** The information will be used to maintain an inventory of employees interested in an assignment or vacancy and to register the agreements.

Retention and Disposal Standards: Records are retained for a period of two years after completion of an assignment. **TBS Registration:** 003888 **Bank**

Number: CED PPE 815

Interdepartmental Secondment

Description: This bank contains information on employees on secondment assignment from other departments such as names, curriculum vitae, secondment agreements, approval of agreements.

Class of Individuals: Employees on secondments with CED and other Departments. **Purpose:** To monitor and to ensure that all facts on the agreement are respected. **Retention and Disposal Standards:** This information is kept for three years after completion on secondment agreement. **TBS Registration:** 003223

Bank Number: CED PPE 805

Request for Transfer File

Description: The bank contains transfer requests from individuals from within CED and outside departments. Records may contain personal résumés which may

include age, sex, education levels and social insurance number. Performance appraisals may also be included.

Class of Individuals: Employees of CED and outside departments. **Purpose:** To provide a record of information used in staffing positions in a government institution. **Retention and Disposal Standards:** Records are kept for a period of two years after which they are destroyed. **TBS Registration:** 003224 **Bank**

Number: CED PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personal Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Canada Industrial Relations Board

Chapter 12

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Canada Lands Company Limited

Chapter 13

Note: Canada Lands Company Limited has no employees. Its President & CEO is a Governor-in-Council appointee.

All employees are employed by Canada Lands Company CLC Limited, a wholly-owned subsidiary of Canada Lands Company Limited.

Canada Mortgage and Housing Corporation

Chapter 14

Particular Banks

CMHC Pension Plan

Description: The bank contains proofs of prior service; pension election forms; pension observations and correspondence concerning pensions. Records are accessible by providing employee number and full name. **Class of Individuals:** CMHC employees and pensioners. **Purpose:** The purpose of this file is to determine the CMHC pension benefits for its contributing employees. This information may be used for statistical research purposes and for planning, implementing and evaluating CMHC policies, relating to pensions and CMHC benefits. **Consistent Uses:** Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number is provided to the Federal Office of the Superintendent of Financial Institutions Canada and to Canada Customs and Revenue Agency (Taxation) for bank RCT PPU 005 Individual Income Tax Return. Information is also provided from time to time to federal departments or agencies in cases of employee transfers or to employers with whom CMHC has reciprocal transfer agreements. **Retention and Disposal Standards:** Records are retained for seven years after the member and dependents are deceased, and the records are then forwarded to a commercial off-site storage facility. **TBS Registration:** 003134 **Bank Number:** CMH PPE 845

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** CMHC employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to

resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Seven years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, at which time the records are destroyed. **RDA Number:** 85-001 **TBS Registration:** 000097 **Bank Number:** CMH PPE 808

Electronic Network Monitoring Logs

Description: This bank contains information about electronic use which is compiled when there is suspected misuse of the CMHC electronic networks, as defined by CMHC policies on the use of electronic networks and Internet usage Guidelines for CMHC employees. Examples of information that may be in the bank include network logs that may link an employee's workstation to an IP address, listings of sites visited and information on any transactions conducted including date, time, duration and nature of the visit or transaction. It may also include information on the use of authorization codes assigned to particular individuals, including successful or unsuccessful use of the codes, date, time and frequency. **Class of Individuals:** Employees of CMHC. **Purpose:** The information contained in the bank is compiled to support the investigation of suspected or alleged misuse of CMHC electronic networks. **Consistent Uses:** The information may be used to substantiate any disciplinary action taken where violation of CMHC policies on the use of electronic networks and internet usage Guidelines for CMHC employees is determined. **Retention and Disposal Standards:** Records are retained for three years following the last use of the information. **TBS Registration:** 005072 **Bank Number:** CMH PPE 847

Employee Assistance Program

Description: This bank contains information pertaining to a voluntary confidential counselling service offered to CMHC employees, retirees and their spouses and

dependents. Employees, their dependents and retirees requiring counselling contact the consultant directly. The services of the consultant have been retained by CMHC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at CMHC. This is to ensure confidentiality of the program. **Class of Individuals:** CMHC employees, retirees and their spouses and dependents. **Purpose:** The bank allows the consultant to ensure continuity of service. **Consistent Uses:** The consultant undertakes a systematic evaluation of the EAP and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have used the service. **Retention and Disposal Standards:** The information is kept by the consultant until contract termination. Upon termination, and in order to protect the confidentiality of the process, a mutually agreed upon third party reviews the information and makes recommendations as to its disposal. Prior to transferring files to a new service provider, written consent from the client is required. **TBS Registration:** 003135 **Bank Number:** CMH PPE 850

Employee Medical Files (1977 to 31/12/97)

Description: This bank maintains the medical record of employees and general medical information about family members. **Class of Individuals:** CMHC employees and family members. **Purpose:** This bank contains records of all Health Centre consultations including emergency treatments, return to work visits, counselling and referral examinations. **Consistent Uses:** To provide employees access to their medical records through the Access to Information and Privacy Office. **Retention and Disposal Standards:** Since 1977, the records are retained until the individual reaches the age of 70 or two years after the death of the individual provided two years have elapsed since the last administrative action concerning the information. **TBS Registration:** 001937 **Bank Number:** CMH PPE 802

Employee Personal Record

Description: This bank contains a record of an individual's employment with CMHC. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave; terms and conditions of employment; pay and benefits, training and development, occupational health and safety, official languages. The Employee Personnel Record relating to an employee is under the control of CMHC and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education; including transcripts, certificates and diplomas; previous employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions;

periods of employment, including probationary periods, layoffs and tenure; employee performance and appraisals; classification, including position numbers, groups, levels, titles and salaries; insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining designation status and bargaining agent identification; professional achievements, including publications, patents and awards; termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains records of decisions relating to staffing; attendance and leave; terms and conditions of employment; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; and level of security clearance. **Class of Individuals:** CMHC employees. **Purpose:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; and level of security clearance, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes. **Consistent Uses:** To provide documentation and authorization of appointments, transfers, promotions, demotions, pension plan and termination of employment. Information is also provided from time to time to federal departments or agencies in cases of employee transfers and with employers with whom CMHC has reciprocal transfer agreements (pension). **Retention and Disposal Standards:** Retained by CMHC for the duration of employment plus one year, and then transferred to a commercial off-site storage facility. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Employee Performance Evaluations are retained for five years **RDA Number:** 85-001 **TBS Registration:** 002991 **Bank Number:** CMH PPE 815

Diversity Management and Employment Equity Program

Description: This bank contains information on designated group members. Respondents are asked to identify, by means of a questionnaire, whether they are a member of the Aboriginal peoples, a person with disability, or a member of a visible minority group. **Class of Individuals:** Employees of the Corporation. **Purpose:** This bank provides documentation To assist the integration of diversity and quality principles within CMHC's business processes, while implementing the Employment Equity Act. Data are collected to: measure the Corporation's progress in attracting and retaining a diverse workforce that is representative of the Canadian labour force (specifically women, Aboriginal peoples, visible minorities and people with disabilities), capture

relevant information on the needs of CMHC employees to ensure the continuous development, revision and implementation of equitable policies, practices and systems to benefit all employees. This includes information that will be used to compare the situation of designated group members with non-designated group members within CMHC; provide a process to identify the accommodation needs of employees, and identify the cultural competencies, such as language capabilities, residing within the Corporation to meet the needs of its diverse national and international clients. The employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Human Resources Management System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The information gathered will be used for institutional purposes in the Corporation's Diversity Management and Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure designated group participation and equitable representation. It is used to prepare CMHC's Annual Reports to Human Resources Development Canada and the CMHC internal Diversity and Employment Equity and other monitoring report. It may also be used for policy and planning purposes related to human resources. **Retention and Disposal Standards:** Records are destroyed two years after the employee leaves the Corporation. **RDA Number:** 85-001 **TBS Registration:** 002198 **Bank Number:** CMH PPE 809

Grievances

Description: This bank contains presentations by unionized employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances. **Class of Individuals:** Unionized CMHC employees. **Purpose:** The purpose of this bank is to record information used in all levels of the grievance process. **Consistent Uses:** The purpose of this bank is to record information used in the grievance process. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process. **Retention and Disposal Standards:** Five years following date of resolution, the records are destroyed. **RDA Number:** 85-001 **TBS Registration:** 002992 **Bank Number:** CMH PPE 820

Harassment (including discrimination and sexual harassment)

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records

of interviews with witnesses; summations of investigations and analyses of events, as well as records of decisions taken regarding particular incidents. Such information must be retained as a separate file and not placed on the manpower files of parties involved. The results of an investigation which result in the application of disciplinary action will be transferred to the Discipline Bank. **Class of Individuals:** CMHC employees. **Purpose:** The purpose of this bank is to record information necessary for dealing with harassment complaints in the workplace and to make decisions in specific instances, more specifically on whether or not harassment is occurring, and when this is the case, to determine the appropriate action to take. **Consistent Uses:** To support decisions on transfer and discipline of employees. **Retention and Disposal Standards:** Records are destroyed five years after the most recent administrative activity in relation to an individual case. **RDA Number:** 85-001 **TBS Registration:** 002994 **Bank Number:** CMH PPE 830

Identification and Building-Pass Cards

Description: This bank could contain photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. **Class of Individuals:** Employees of the Corporation and contractors/consultants. **Purpose:** The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. **Consistent Uses:** To issue identification and building-pass cards. **Retention and Disposal Standards:** Records are destroyed three years after an individual has left the Corporation. **RDA Number:** 85-001 **TBS Registration:** 002199 **Bank Number:** CMH PPE 810

Internal Appeals and Employee Complaint Files

Description: This bank records and provides information on internal appeals and employee complaints to outside agencies such as the Canadian Human Rights Commission, Human Resources Development Canada – Labour Program and the Commissioner of Official Languages. **Class of Individuals:** Employees who have used the internal appeal system or an external complaint process. **Purpose:** The purpose of this bank is to provide information gathered in the course of an internal appeal hearing, the investigation of an external complaint and to maintain a precedent file. **Retention and Disposal Standards:** Records are retained for three years from the date of the decision. **TBS Registration:** 001938 **Bank Number:** CMH PPE 804

Investigation Files

Description: This bank records reports of complaints and irregularities in relation to criminal or security matters. It contains records of investigations, interview

notes, reports and any subsequent redress action.

Class of Individuals: Employees and the general public. **Purpose:** The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Corporation or by an employee. **Consistent Uses:** In the case of a criminal investigation, records are made available to the RCMP or other recognized Police Force. **Retention and Disposal Standards:** Records are retained for three years after the last administrative activity in relation to an individual case. **TBS Registration:** 001939 **Bank Number:** CMH PPE 806

Official Languages

Description: This bank might contain course enrolment and attendance information; language training applications containing first official language; language knowledge examination levels; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records may be attached to the Employee Personnel Record. **Class of Individuals:** CMHC employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of CMHC, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. **Consistent Uses:** To support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. **Retention and Disposal Standards:** For language test results, the retention period should be increased from 2 to 5 years, with a one-year dormant period; for language designation of positions, a 3-year retention and a 5-year dormant period; and for language training attendance records, a 3-year retention period, after which they can be destroyed. **RDA Number:** 85-001 **TBS Registration:** 002993 **Bank Number:** CMH PPE 825

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and CMHC Pension Plan records are also attached to the Employee Personnel Record). **Class of Individuals:** Employees and pensioners of CMHC. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions.

The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act.

Retention and Disposal Standards: Records are sent to an off-site commercial storage facility two years after expiry of fiscal year where they are kept for four years, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. **TBS Registration:** 003133 **Bank Number:** CMH PPE 840

Staffing-Competition Files

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; interviewed candidates' applications; lists of candidates; rating board assessments, including evaluation notes from selection committees; examination papers and test results; offers of employment; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). **Class of Individuals:** Internal and external applicants. **Purpose:** The bank provides a record of the information used in staffing positions. **Consistent Uses:** To select candidates and staff positions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years or two years after any other administrative action, at which time the records are destroyed. **RDA Number:** 85-001 **TBS Registration:** 002995 **Bank Number:** CMH PPE 835

Insured/Non-insured Claims

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents

involving government-owned and leased vehicles, as well as privately-owned and leased vehicles, used on official business on reported accidents, as well as liability, employee fraud, property damage and mortgage impairment claims. **Class of Individuals:** CMHC Employees and the general public. **Purpose:** The purpose of this bank is to maintain information regarding accidents and claims involving CMHC employees and the general public. **Consistent Uses:** To determine liability for such accidents and claims, to approve damage settlements and provide statistics to meet insurance company's reporting requirements. **Retention and Disposal Standards:** The records are retained active for five years and dormant indefinitely. **TBS Registration:** 003295 **Bank Number:** CMH PPE 855

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Discipline

Parking

Reliability Checks

Security Clearances

Training and Development

Travel and Relocation

Canada-Newfoundland Offshore Petroleum Board

Chapter 15

Particular Banks

Employee Personnel Records

Description: This bank is under the control of the Human Resources Section. It provides a summary record of an individual's employment with the Canada-Newfoundland Offshore Petroleum Board. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curricula vitae, development and training courses, medical and dental insurance claim information, pension information and other personnel and organizational documents. The bank contains records of all individuals in the Canada-Newfoundland Offshore Petroleum Board's employment. Records of former employees are transferred to a dormant file following termination of

employment. Employees and former employees may gain access to their records by contacting the Human Resources Section. **Class of Individuals:** Employees of the Board. **Purpose:** To provide a summary record of the individual's employment with the Canada-Newfoundland Offshore Petroleum Board. **Retention and Disposal Standards:** Following termination, records of former employees are transferred to a dormant file. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action. **TBS Registration:** 002309 **Bank Number:** CNP PPE 801

Canada-Nova Scotia Offshore Petroleum Board

Chapter 16

Particular Banks

Employee Personnel Records

Description: This bank contains information on employees and former employees of the Board relating to their employment with the Board. Information may be included on an employee's age, sex, citizenship, home address, phone number, education, employment history, references, performance assessments, appointments, transfers, promotions and demotions, periods of employment, attendance, leave and overtime records, training and development courses taken, salary, superannuation, insurance (including names of

beneficiaries), disciplinary actions, and similar information related to employment. The bank contains records of all Board employees. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Manager, Administration and Industrial Benefits. **Class of Individuals:** Employees and former employees of the Board. **Purpose:** To provide a record of information on employees and former employees relating to their employment with the Board. **Consistent Uses:** Information may be used for purposes of employment references or group insurance.

Retention and Disposal Standards: The records of former employees are transferred to a dormant file following their termination of employment with the Board. The information in an individual's file is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided at least two

years have elapsed since the last administrative action.
TBS Registration: 003314 **Bank Number:** NS PPE 805

Canada Post Corporation

Chapter 17

Particular Banks

Access Control Systems

Description: This bank contains identification card applications, temporary pass applications, photographs, visitor registers and occasional incident reports as well as related correspondence. Limited information exists in automated form. The Card Access/Alarm System may also produce reports for incident investigation purposes and statistical analysis. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post employees who have authorized access to Corporation facilities.

Purpose: The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post. **Consistent Uses:** The records in it are used to issue and cancel identification cards or building passes, and to maintain building security. **Retention and Disposal Standards:** The records are retained for two years after expiry of the cards and are then destroyed. Visitor logs are retained one year. **TBS Registration:** 001364 **Bank Number:** CPC PPE 823

Accident Prevention, Ergonomics and Environmental Management (translation including title)

Description: This bank contains records such as documented refusals by employee to work in an unsafe condition or location, investigation reports by Canada Post and Human Resources Development Canada safety officers, management-employee interview notes and summaries, Human Resources Development Canada decisions, daily information book entries, records of corrective action taken, and general management correspondence and background material. Some records exist in automated form in the Work Refusals Database. Employees seeking access to this bank are requested to provide details, such as the date and location where they refused to work. **Class of Individuals:** All existing or recently terminated employees of Canada Post who have refused to perform work for safety reasons. **Purpose:** The purpose of this bank is to ensure and promote a safe workplace. **Consistent Uses:** The records are used to evaluate the safety of a specific work location or

environment, to conduct fact-finding interviews with the employee(s) concerned, to facilitate the conduct of a CLRB investigation when required, to prepare corporate positions before Human Resources Development Canada safety boards, to implement solutions to safety hazards, and to advise affected employees of identified hazards and the precautions needed to avoid them.

Retention and Disposal Standards: Under development. **TBS Registration:** 003740 **Bank Number:** CPC PPE 806

Accounts Payable

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, deposit instructions, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions exist in automated form in the Accounts Payable System and in the Systems Applications and Products (SAP). This includes travel and other expenses claims, approvals and records of payments, including direct deposit information. (Note that payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC PPE 816.) Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. **Class of Individuals:** Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving rewards, ex gratia and other sundry payments. **Purpose:** To support the payment of financial benefits to employees. **Consistent Uses:** The records are used to substantiate and issue cheques for the above-noted expenses, fees, claims and other payments; and for planning, budgeting and audit purposes. **Retention and Disposal Standards:** Records are retained for six fiscal years following the fiscal year during which the expenses were incurred. **RDA Number:** 88/007 **TBS Registration:** 001337 **Bank Number:** CPC PPE 820

Conflict of Interest

Description: This bank contains records on conflict of interest and, on occasion, confidential financial and

outside activity reports, reports on investigations into potential or actual conflict incidents and related correspondence. Individuals seeking access to this bank should specify name, position, title and employment location and dates. **Class of Individuals:** Existing and recently terminated Canada Post employees who are involved in potential or actual conflicts of interest. **Purpose:** The purpose of this bank is to support the implementation of the conflict of interest policy. **Consistent Uses:** The records are used to help determine whether a conflict of interest exists and, if so, to support decisions on transfer, discipline or termination of employment. **Retention and Disposal Standards:** Records are retained two years after the year of the conflict or after the potential conflict ceases to exist, or after the year of separation, then destroyed. **RDA Number:** 86/001 **TBS Registration:** 002156 **Bank Number:** CPC PPE 814

Corporate Correspondence Service

Description: This bank contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post Corporation, and regional Customer Care offices, background material compiled in the preparation of responses, and the responses. Certain information, such as the incoming letter, draft and final replies and an index, exists in automated form in the Corporate Correspondence System (CCR). Individuals seeking access to this bank should specify the family name and postal code pertinent to the previous enquiry. (Note that stamp suggestions may also be stored in Stamp Subjects and Designer References, CPC PPU 025.) **Class of Individuals:** Current or recently terminated employees who addressed letters to the Minister, Members of Parliament, other elected officials or to the Chairman, President or other executives of Canada Post. The records may contain personal information on other employees, where they are the subject of the enquiry. **Purpose:** The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential enquiries, and general corporate enquiries pertaining to the operations and administration of Canada Post Corporation. **Consistent Uses:** The records are used to support the correspondence system, to monitor the preparation of responses; for reference purposes when subsequent or similar enquiries are received, for subsequent mailings, when new developments warrant a follow-up letter to correspondents who have expressed an interest in particular subjects and to identify trends or patterns. **Retention and Disposal Standards:** Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files.

RDA Number: 88/007 **TBS Registration:** 002077
Bank Number: CPC PPE 826

Employee Assistance

Description: Family Services Employee Assistance Program is a subcontracted service. All information is kept at the FSEAP office. There are no Canada Post files on Employee Assistance Program. Family services may retain case management records in both hard copy and automated form. Individuals seeking access to records that may exist on them are encouraged to deal directly with Family Services by phoning 1-800-668-9920. **Class of Individuals:** A case is initiated when an employee calls the 1- 800 in-take line. **Purpose:** Employee Assistance is a voluntary program for Canada Post employees experiencing personal or work-related problems that may be resolved through professional care. **Consistent Uses:** Where information exists, it is used to support meaningful assistance and follow-up to employees, such as counselling; to assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes. Note that referral agents do not diagnose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates. **Retention and Disposal Standards:** FSEAP records are retained for a minimum of seven years. **TBS Registration:** 001354 **Bank Number:** CPC PPE 811

Employee Health Record

Description: This bank contains all recorded case information generated, acquired, or used in the provision of Occupational Health and Rehabilitation Services to Canada Post employees, including first aid treatment if given by the Occupational Health Nurse; certification documents containing confidential medical information; occupational fitness assessments; medical reports; consent for release of information; correspondence with physicians; employee health progress notes; correspondence related to acquisition of medical information; functional abilities assessments; work hardening plans; vocational rehabilitation consultants' reports; physical demands analyses; special medical reports concerning exposure to occupational hazards; records and correspondence regarding referrals and results. Certain non-occupational medical information may also exist on file, for example, fitness and lifestyle evaluations. Certain information may exist in automated form. Case review committee records are stored separately. **Class of Individuals:** Canada Post employees who have had: injuries and accidents on duty; long-term certified sickness absence; used the Occupational Health Service; or, whose physician(s) has sent information to the Service. **Purpose:** To support Occupational Health and Rehabilitation programs. **Consistent Uses:** The records are used for case management purposes; to

assist employees in dealing with Occupational Health and Rehabilitation concerns in order to encourage early recovery from given conditions via meaningful intervention, health education and counselling; to support benefit entitlements related to work-related injuries and illnesses (physician's certificates with no confidential medical information may be attached to the Employee Personal File; to assist employees who are subject to certain occupational risks or with identified illnesses or disabilities to be able to continue to work and to provide health promotion programs which emphasize healthy lifestyle activities. The records also facilitate the study and correction of workplace conditions that contribute to illness and injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies.

Retention and Disposal Standards: Records are retained for a period of 100 years after termination from CPC. **TBS Registration:** 003158 **Bank Number:** CPC PPE 840

Employee Involvement Program

Description: This bank contains such records as job titles, reports on cost-saving measures, evaluation reports and recognition granted (including cash awards). Limited personal information also exists in computerized form in the Employee Involvement Program (E.I.P.) system. Data elements include name, employee classification, suggestion number and subject. Individuals seeking access to this bank should specify the suggestion number, date and location.

Class of Individuals: Canada Post employees who have submitted suggestions. (Note that safe driving awards are stored in Fleet Management, CPC PPE 825, and that payment records regarding awards may be stored in Accounts Payable, CPC PPE 820). **Purpose:** The purpose of this bank is to support the Employee Involvement Program. **Consistent Uses:** The records are used to promote, help identify and recognize valuable suggestions made by Canada Post employees. (Notices regarding awards may be permanently attached to the Employee Personal File and/or to the Human Resources module of Systems Applications and Products (SAP). The computer system is used to control the processing of suggestions and the giving of awards, when appropriate. Limited personal information about award winners may be disclosed via the Corporation's publications. **Retention and Disposal Standards:** Records are retained for seven years after the fiscal year of last administrative use and then destroyed. **RDA Number:** 91/020 **TBS Registration:** 001351 **Bank Number:** CPC PPE 807

Employee Personal File (Benefits component)

Description: This bank is also known as "Employee Personnel Information." It contains such records as letters of authorization (for example, performance pay, bilingual bonus, acting pay, staffing forms, group

surgical-medical and insurance plan applications), TD1 and other tax deduction information, health insurance, Canada Pension Plan, savings plan and deposit instructions, and records related to allowances, incentives, prerequisites and termination. Other supporting documentation includes copies of birth certificates, marriage/separation/divorce papers, next of kin in case of emergency, powers of attorney and estate records such as the names of beneficiaries. Certain information exists in automated form, in the Human Resources Management Benefits Administration (HRMBA) system and in the Systems Applications and Products (SAP). (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, prerequisites and termination are also stored in the payroll component of the Employee Personal File. This bank also contains insurance information if required. **Class of Individuals:** All existing and recently terminated Canada Post Corporation employees. **Purpose:** The purpose of this bank is to support the payment of salaries and benefit entitlements to employees. **Consistent Uses:** The records are used to provide information necessary for all salary and benefits administration and payroll functions for Canada Post Corporation - for example, to make deposits for employees. Information is shared with the Canada Post pension plan (re: pension administration), with group medical insurers. The records are also used to assist in the processing of disability and workers' compensation claims (CPC PPE 845). **Retention and Disposal Standards:** Two years after year of separation, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use). **RDA Number:** 88/007 **TBS Registration:** 001346 **Bank Number:** CPC PPE 802

Employee Personal File (Career component)

Description: This bank is also known as "Employee Human Resource Management." It contains performance appraisals (for management, exempt and certain other employees), staffing transactions, letters of offer, probation progress reviews, career resumes and references, diplomas, training certificates, testing results, official languages knowledge examination papers, letters of discipline, letters of appreciation, documented time and attendance problems, employee profiles, human resources inventory forms, career development forms and other information such as employee number, job title, location, position number and official language status. Certain information exists in automated form, in the Personal Development module of Systems Applications and Products (SAP). This includes such personal information as performance objectives, competency reviews, training and development plans, mid-year reviews, probation reports and improvement plans and year-end evaluations.

Class of Individuals: Most current or recently

terminated Canada Post Corporation employees. (Career files do not yet exist in some regions and among some bargaining units.) **Purpose:** To support the development of an employee's career. **Consistent Uses:** The records are used: in support of such personnel functions as organizational design, staffing, human resource planning and development, performance evaluations, training, labour relations, promotions, succession planning, transfers, demotions and terminations; to conduct disciplinary or problem attendance interviews; and, to facilitate the supervision of employees (supervisors contribute and do have access to data on those employees reporting to them, as well as on those being considered for a position within their work unit). **Retention and Disposal Standards:** Records are retained for 10 years after termination of employment from Canada Post and then destroyed. Performance appraisals are retained for 10 years after year of completion, subject to related provisions of collective agreements. **TBS Registration:** 003546 **Bank Number:** CPC PPE 808

Employee Personal File (Payroll component)

Description: This bank contains such records as letters of authorization, T4 and other tax deduction information, union dues, Canada Pension Plan deductions, rebates and savings plan, and, if applicable, records related to allowances, incentives, perquisites, overpayments, termination and leave forms related to WCB claims. Certain information exists in automated form, in Ceridian computer systems and in the following Canada Post systems: the National Overpayment System and Pay System. Certain information also exists in the time and leave module of Systems Applications and Products (SAP). (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, perquisites and termination are also stored in the Employee Personal File (Benefits component, CPC PPE 802). This bank also contains the Social Insurance Number, which is obtained for the purpose of reporting to such statutory agencies as Canada Customs and Revenue Agency and Human Resources Development Canada. Employees seeking access to this bank should specify employment location and dates of interest, as well as whether specific payroll records are required and whether pay information is required. **Class of Individuals:** All existing and recently terminated Canada Post Corporation employees. **Purpose:** The purpose of this bank is to support the payment of salaries and financial benefits to employees.

Consistent Uses: The records are used to provide information necessary for all salary and payroll functions for Canada Post Corporation - for example, to calculate pay, to issue cheques for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments; and provide other payroll data to management for pay/benefits costing and productivity

analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with the Canada Post pension plan (re: pension administration), with Canada Customs and Revenue Agency (Taxation) (re: income and deductions), with provincial workers' compensation boards and with provincial health insurance agencies. Information is also disclosed to Human Resources Development Canada, notably with regard to terminated employees, in accordance with the Employment Insurance Act and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims (CPC PPE 845) and pay related employee complaints and grievances (CPC PPE 813). **Retention and Disposal Standards:** Two years after year of separation, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use). Year-end Canadian Postmasters and Assistants Association data files are retained for two years. Data in the National Overpayment System are retained for six years after last administrative use. **RDA Number:** 88/007 **TBS Registration:** 002010 **Bank Number:** CPC PPE 815

Employee Reintegration Project

Description: This bank contains such records as field summary reports (providing permanent restrictions/limitations), fitness assessments, functional ability assessments, progressive work plans and optimized work plans, memoranda of agreements on accommodated employees, job task guidelines, check off sheets (outlining essential tasks within each section), initial employee summary sheets (containing tombstone data and initial duties being performed, WSIB documents concerning permanent restrictions deemed by the Board, notices and summaries of employee optimization meetings and chronology notations. **Class of**

Individuals: All current or recently terminated Canada Post employees in the South Central Letter Processing Plant who are permanently, partially disabled. Similar projects and records may exist in other large plants or depots, e.g., in Ottawa, Edmonton and Montreal.

Purpose: To support the placement of permanently, partially disabled employees in the South Central Letter Processing Plant and to ensure that employees are performing duties/tasks within their identified permanent restrictions/ limitations. **Consistent Uses:** The records are used: for case management purposes to place PPD employees in useful work consistent with their work restrictions. The information is assessed by Health Services and the project coordinators, often shared with the employees concerned and their union representatives and used by current or prospective supervisors, to ensure proper work assignments. The records also facilitate the study and correction of workplace conditions that may contribute to illness and injury. **Retention and Disposal Standards:** Under development. **TBS Registration:** 005245 **Bank Number:** CPC PPE 880

Employment Equity

Description: This bank contains hardcopy and automated data about employees including such characteristics as sex, race and disability. This bank also contains the employees identification number. Individuals seeking access to this bank should provide their full name and work location. **Class of**

Individuals: Employees who have responded to the Employment Equity self-identification questionnaire. The information obtained by the questionnaire is segregated by designated groups: women, visible minorities, persons with disabilities and aboriginal peoples.

Purpose: The purpose of this bank is to develop a database to support the Corporation's Employment Equity program, to help ensure the equitable representation of designated groups in Canada Post and to meet the reporting requirements of the Employment Equity Act. **Consistent Uses:** The records are used to compile profiles of employee groups and to compare the situation of designated group members with non-designated group members within the Corporation and the general labour market. The statistical data is used to determine designated groups' representation by geographical location, salary, promotion, retention and occupation group within Canada Post and, where underrepresented, to identify appropriate policy and programs to rectify the situation. The Employment Equity data is also utilized on a yearly basis to provide the Annual Report to Human Resources Development Canada. Certain information exists in the Systems Applications and Products (SAP).

Retention and Disposal Standards: Paper records are retained for three years after their use to compile reports to Parliament. Automated records are retained indefinitely for current employees. Records for terminated employees are retained for two years after the date of termination and then destroyed. **RDA Number:** 88/007 **TBS Registration:** 001353 **Bank Number:** CPC PPE 810

Financial Accountability Cases

Description: This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents may be stored in the Employee Personal File and Legal Affairs, CPC PPE 827). **Class of Individuals:** Canada Post employees involved in actual or suspected losses of financial assets. **Purpose:** The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation. **Consistent Uses:** The records in the bank are used to help correct situations that have led to financial losses within Canada Post, both in terms of

recovering funds and preventing future losses.

Retention and Disposal Standards: Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. **RDA Number:** 88/007 **TBS Registration:** 001763 **Bank Number:** CPC PPE 818

Fleet Management

Description: This bank contains such records as vehicle operator declarations, information supporting provincial and Canada Post Corporation Operators' permits, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, settlement transactions and other correspondence about accidents involving Corporation-owned and leased motor vehicles. Certain information exists in automated form. (Note that the greater proportion of records on motor vehicle accidents involving claims are stored in Risk Management Claims, CPC PPE 819). Individuals seeking access to this bank should specify CPC vehicle operator permit number and, if applicable, such accident details as location and date. **Class of Individuals:** Drivers of Canada Post vehicles. **Purpose:** The purpose of this bank is to support the efficient and safe use of vehicles.

Consistent Uses: Consistent uses for the records are to validate provincial and Canada Post Corporation permits and maintain a record thereof; to help determine liability for and the preventability of motor vehicle accidents and to help reach damage settlements with third parties; to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability assessments may be attached to the Employee Personal File). Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions). **Retention and Disposal Standards:** Vehicle operator histories (which include a summary of training taken) are retained for two years after an individual ceases to be a Canada Post employee and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements, but for a minimum of two years. Accident reports, preventability assessments and copies of claims settlement records are retained for six years after last administrative use. **RDA Number:** 88/007 **TBS Registration:** 002011 **Bank Number:** CPC PPE 825

Government Relations

Description: This bank contains records of telephone or written enquiries from Ministerial staff, Members of Parliament, Senators or other elected officials pertaining

to Canada Post and its operating programs or on behalf of constituents. It also contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post or Customer Service offices referred to Government Relations for advice or response; background material compiled in the preparation of responses, and the responses themselves. Certain information, such as an index of incoming letters exists in automated form. Other information includes correspondence and documentation pertaining to the organization of Canada Post and operational programs for the purposes of briefing the Minister and elected officials, case files, House of Commons petitions and Order Paper questions. (Related records may be found in Corporate Correspondence Service, CPC PPE 826). Individuals seeking access to this bank should specify names, dates, locations and subject matter, as this information is not retrievable by personal identifier. **Class of Individuals:** Employees, where they are the subject of the enquiry. **Purpose:** The purpose of this bank is to support and respond to enquiries. **Consistent Uses:** The records are also used to monitor the preparation of responses, for reference purposes when subsequent or similar enquiries are received, and to identify and monitor trends. **Retention and Disposal Standards:** General correspondence is retained for two calendar years after last administrative use. Case files and House of Commons petitions and Order Paper questions are retained for 5 years after last administrative use. **RDA Number:** 97/020 **Related to PR#:** Human Resources **TBS Registration:** 004000 **Bank Number:** CPC PPE 833

Grievances and Arbitrations

Description: This bank contains such information as presentations by employees and bargaining unit representatives, grievance receipt notices and replies by management, testimony by witnesses and occasional legal opinions, investigation and analysis reports prepared by outside agencies, (e.g. police, workers' compensation boards), job descriptions (for classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Provincial and Federal Court and related correspondence. Certain information exists in automated form in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRJIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, and other information relating to its processing. LRJIS contains summaries of arbitration cases, such as grievor name and type of grievance, decision grounds and arbitrator's comments. Individuals seeking access to records in this bank should specify their name, bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject matter. **Class of Individuals:** Individual grievances submitted by certified bargaining units, or by Canada

Post Corporation, who have alleged a violation of a collective agreement. **Purpose:** The purpose of this bank is to support the resolution of grievances related to the interpretation and application of collective agreements. **Consistent Uses:** The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Industrial Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining. LRJIS provides management with ready access to arbitration summaries (which are largely a matter of public record). **Retention and Disposal Standards:** Records are retained for three years after resolution or withdrawal unless the case goes to arbitration, in which case the records are retained for 21 years after the year of decision or withdrawal. Publicly available summaries are retained (in LRJIS). **RDA Number:** 88/007 **TBS Registration:** 001356 **Bank Number:** CPC PPE 813

Human Resource Information System (HRIS) — CLOSED

Description: This computerized bank contains such information as Canada Post start date and years of Canada Post service, public service start date, pensionable service base date and years of pensionable service, employee identification number, birth date, sex, home address and telephone number, emergency contact, employee type (full-time, part-time, term, casual, etc.), position title and number, official language status, exclusion code, length of work week, base salary, work unit, location and telephone number, bilingual capability, organizational information, appointment history, termination date and reason. The social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced for these purposes by the employee identification number. **Class of Individuals:** There are records and data on all existing CPC employees, whether regular, term, casual, full-time or part-time; as well as on former employees terminated since 1985. **Purpose:** To support the compensation and benefits of all CPC employees. **Consistent Uses:** The records are used: in support of such personnel functions as organizational design, staffing, reliability checks, compensation and benefits, payroll and attendance, human resource planning and development, training, occupational health and safety, travel and relocation, employment equity, labour relations, discipline, demotion and termination; to facilitate the supervision of employees (supervisors contribute and will have access to certain data on those employees reporting to them, as well as on those being considered for a position

within their work unit); to conduct corporate surveys and mail corporate publications; to produce management reports (e.g., regarding official languages, human rights and employment equity, labour supply/demand forecasts); and for other research purposes (e.g., industrial relations research, organizational studies, inter-firm comparisons, trend analyses). Limited information is provided to agents under strict security (e.g., employee surveys); and to collective bargaining agents for dues check-off purposes. **Retention and Disposal Standards:** Disposal of data related to the various programs supported by HRIS are governed by the retention schedules applicable to their pertinent banks. **RDA Number:** 88/007 **TBS Registration:** 001348 **Bank Number:** CPC PPE 804

Human Rights

Description: This bank contains confidential documents with respect to the submission of human rights complaints, as well as investigation and analysis reports and records of decisions taken during the investigation and resolution of said complaints. Background information varies with the complaint, but could include grievances, medical reports and other correspondence related to the subject of the complaint. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident/complaint. Certain information exists in automated form as a confidential module of the Systems Applications and Products (SAP). **Class of Individuals:** Employees submitting discrimination complaints and employees alleged to have harassed or discriminated against complainants. **Purpose:** The purpose of this bank is to support the investigation and resolution of the allegations of discrimination based on prescribed grounds set out in the Canadian Human Rights Act. **Consistent Uses:** The records in it are used to help determine whether or not harassment or discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File; Employees found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission, to facilitate resolution of complaint. **Retention and Disposal Standards:** Records are retained for five calendar years after year of case closed. **RDA Number:** 88/007 **TBS Registration:** 001352 **Bank Number:** CPC PPE 809

Investigative Body Requests – Employees

Description: This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. **Class of Individuals:** Employees who are the subject of, or

party to, lawful investigations. **Purpose:** The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized. **Consistent Uses:** The records in it are used to monitor the information requested by and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints or conducting audits. **Retention and Disposal Standards:** Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed. **TBS Registration:** 001342 **Bank Number:** CPC PPE 829

Legal Affairs

Description: This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks. **Class of Individuals:** Current or terminated employees involved in legal matters. **Purpose:** The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. **Consistent Uses:** The records are used to provide legal opinions and advice to the Corporation and for representing the Corporation and protecting its interests. **Retention and Disposal Standards:** Records are retained for ten years after the year of termination of contact or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement. Memoranda (citing authority), opinions and advice are retained 100 years after case closed. **TBS Registration:** 002078 **Bank Number:** CPC PPE 827

Long Service Recognition Program

Description: The Long Service Recognition database contains such records as: name, membership number by chapter, home address and telephone number, service entry and retirement dates, award distribution and, in the case of long-service employees, employee identification numbers. **Class of Individuals:** The Long Service Recognition program serves retired employees with a minimum 10 years service and long-service employees (25 years or more), who are also invited to join the Heritage Club. **Purpose:** The Long Service Recognition Program is the means which Canada Post acknowledges its employees' service achievements. The Heritage Club is a social organization for retired and current, long-service employees, existing to maintain

camaraderie and to support community causes.

Consistent Uses: Heritage Club records are grouped into 31 chapters across Canada and are used to: provide commemorating gifts after the appropriate number of years of service and at retirement; to organize social functions such as banquets; and to support community and worthwhile corporate programs, such as the National Letter Writing Competition, Letters to Santa Claus, Scholarship, etc. Taxable benefits are reported to Payroll Operations for inclusion on Canada Customs and Revenue Agency - Taxation T-4 slips. **Retention and Disposal**

Standards: A schedule for the Long Service Program Database is under development. **RDA Number:** 91/020 **TBS Registration:** 002989 **Bank Number:** CPC PPE 830

National Time & Attendance System (NTA) — CLOSED

Description: This computerized bank contains, in report form, such information as employee name, employee identification number, hours worked and work station movement during a scheduled shift, overtime hours, shift premiums, work breaks, shift schedules, scheduled leave or rest days off, and unscheduled absences. Note that some hard copy information may be located in the payroll component of the Employee Personal File. **Class of Individuals:** All existing or recently terminated employees presently or formerly assigned to a National Time & Attendance site.

Purpose: The purpose of this information bank is to capture time and leave information at the NTA sites to monitor employees' work station movement during shifts and obtain a breakdown of labour distribution within each facility. **Consistent Uses:** The records are used to confirm employee pay and related entitlements, determine labour distribution patterns per shift within each NTA facility, schedule regular and casual employees, conduct audits, and compile statistics. On-line data is maintained for a total of sixteen weeks, after which it is archived on magnetic tape. Employees seeking access to this bank are requested to provide their employee identification number, work location, and to specify the time period for which the data is sought.

Retention and Disposal Standards: The retention schedule is under development, but records will be retained for a minimum two-year period. **TBS**

Registration: 003547 **Bank Number:** CPC PPE 831

Northern Services

Description: Hard copy records include birth/marriage certificates; isolated post allowance, school acceptance and common law declarations; official native status certificates; travel entitlement and claim documents; and attendance records. Automated data includes name, employee ID number, marital status, birth date, home address, attendance, leave, salary and travel data, bargaining unit, office profile, position data, dependent profiles, isolated post allowance and other

special entitlements. Some data on new employees is obtained from CPC's Systems Applications and Products (SAP); and shared with Accounts Payable (CPC PPE 820) and Payroll Operations (see the pay component of the Employee Personal File). **Class of Individuals:** Approximately 300 Northern Services employees and their dependants. **Purpose:** To support the compensation of Northern Services employees.

Consistent Uses: To determine and administer the isolated post allowances of Northern Services employees (a taxable benefit), including their families' travel expenses; to verify appointment data; to monitor attendance and travel expenses; to conduct mailings of unique interest to Northern Services employees; and, to respond to enquiries. **Retention and Disposal**

Standards: Records will be retained for a minimum two-year period following termination. **TBS**

Registration: 003548 **Bank Number:** CPC PPE 832

Official Languages Complaints

Description: This bank contains records documenting the nature, extent, scope, type and location of official languages complaints, as well as the results of complaint investigations and resolution. Note that the identity of complainants is protected by section 60 of the Official Languages Act throughout the investigation process. Therefore, unless complainants agree to reveal their identity, the records are anonymous in nature. Certain information exists in automated form as a confidential module of Systems Applications and Products (SAP). **Class of Individuals:** Individuals or groups who file complaints either directly with CPC or with the Commissioner of Official Languages (excludes official languages issues handled through Customer Care). **Purpose:** The purpose of this bank is to support the investigation and resolution of complaints submitted by individuals or groups under the Official Languages Act and to retain an audit trail of actions taken.

Consistent Uses: The records are used to report internally to the executive and to external agencies responsible for monitoring compliance of the Official Languages Act and related regulations. They may also be disclosed to the Federal Court or other authorized third parties to facilitate the resolution of complaints, grievances or court action. **Retention and Disposal**

Standards: Complaint files are retained for five calendar years after complaint resolved or withdrawn.

TBS Registration: 003932 **Bank Number:** CPC PPE 853

Parking

Description: This bank contains permit applications for parking, including special parking privileges, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions may also exist in automated form. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post employees who have applied for or

received CPC parking permits. **Purpose:** The purpose of this bank is to support the control of parking at certain Canada Post facilities. **Consistent Uses:** The records are used to control the issue and revocation of parking permits and the prosecution of parking violators. The records also may be used to help co-ordinate car pools. Note that certain records are beyond CPC control as many employees have personal contracts with private parking lot operators. **Retention and Disposal Standards:** The records are retained for two years after the fiscal year of expiry of the permit, and then destroyed. **TBS Registration:** 001359 **Bank Number:** CPC PPE 817

Pension Administration Database

Description: The Canada Post Corporation Registered Pension Plan (CPCRPP) Database contains demographic and employment information for employees and retirees covered under the CPCRPP. It contains such information as pension eligibility date, years of pensionable service, employee identification number, birthdate, sex, marital status, marital status effective date, home address, home phone number, bargaining unit designator, employee type, base salary, pensionable allowances, appointment history, termination date and reason, amount of contributions deducted, annual pensionable earnings base, length of work week, employee status, payroll, payment deduction information including garnishee information if applicable, banking details, mailing addresses for retirees and survivors, tax credits and deduction information. The social insurance number is collected for statutory purposes in the issuance of the appropriate taxation forms. **Class of Individuals:** There are records and data for all existing CPC employees that are members and retirees of the CPCRPP. Individuals seeking access to their records in this bank are encouraged to phone the toll free number: 1-877-480-9220. **Purpose:** To calculate, authorize, and pay pension benefits for all CPCRPP members and their survivors. **Consistent Uses:** The records are used to administer, maintain and pay employee and retiree benefits under the plan, including spouse and survivor benefits, Pension Benefits Division as required by marriage breakdown, commuted pension benefits, Pension Adjustments (PA) for T4 reporting, Pension Adjustment Reversals (PAR) for T10 reporting, Past Service Pension Adjustments (PSPA), and the calculation of personalized pension statement or deficient employee contributions. The information may also be used for statistical reports and information sheets to aid in the administration of the plan. **Retention and Disposal Standards:** The retention schedule is currently under development. **TBS Registration:** 005246 **Bank Number:** CPC PPE 885

Postal-Related Crimes/Offences

Description: This bank contains information gathered during investigations and details of the crime(s)

committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose. **Class of Individuals:** Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offences involving the mail. **Purpose:** The purpose of this bank is to help solve and reduce postal related crimes and offences, and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post. **Consistent Uses:** The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution. **Retention and Disposal Standards:** Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect, and then transferred to the National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. **RDA Number:** 88/007 **TBS Registration:** 001365 **Bank Number:** CPC PPE 824

Postmark Awards

Description: This bank contains such records as nomination forms for various Golden and Silver Postmark awards, and records related to their processing. Types of personal information collected includes name, work location, home address and phone number, and information supporting the nomination. Taxable benefits are reported to Finance for the completion of T-4 statements. **Class of Individuals:** Employees who have been nominated in any of the award categories, including commitment to service standards, outstanding customer service, business growth, personal merit, volunteer services, leadership and team of the year. As well as retired employees who have been nominated in the Heritage Club Involvement category. (Note that: safe driving awards are contained in Fleet Management, CPC PPE 825; long service awards are contained in Long Service

Award Program files, CPC PPE 830; employee suggestion awards are contained in Employee Involvement Program, CPC PPE 807; and, attendance recognition awards are contained in Employee Personal File. **Purpose:** To recognize and honour the exceptional achievements of CPC employees. **Consistent Uses:** Nominations are acknowledged and facts verified prior to their submission to divisional selection committees. These committees apply selection criteria to choose winners in each category. Award winners may be identified in internal and external communications and posters (with their consent). The fact of winning an award may also be attached to the Employee Personal File. **Retention and Disposal Standards:** Rejected nominations and related documentation are destroyed immediately after winner's selection. Winning nominations and related documentation, including Postmark Awards Automated System data, are retained for five fiscal years after last administrative use. **TBS Registration:** 003160 **Bank Number:** CPC PPE 850

Privacy Act Requests/Complaints

Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material. It also includes records of complaints to the Privacy Commissioner of Canada and their resolution, informal complaints, exceptional third party requests and other issues referred to privacy coordination staff for advice or decision. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned. Certain information exists in automated form as a confidential module of Systems Applications and Products (SAP). **Class of Individuals:** Canada Post employees who have submitted formal access, correction and notation requests, or internal requests for advice to a Canada Post Privacy Coordinator or internal or formal complaints; or who are the subject of exceptional third party requests. **Purpose:** The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken. **Consistent Uses:** The records in it are used to process access, correction and notation requests; to respond to complaints, and to report annually to Parliament on their disposition. Annotations regarding exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions. **Retention and Disposal Standards:** Records are retained for two years after the year of last administrative use (which is normally the provision of records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed. **TBS Registration:** 001366 **Bank Number:** CPC PPE 828

Reliability Checks

Description: This bank contains criminal record name checks and if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited information exists in automated form as a data element of the Maintain Applicant Activities, Conduct Security Checks module of Systems Applications and Products (SAP). Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Prospective and existing Canada Post employees who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets. **Purpose:** The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post. **Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. **Retention and Disposal Standards:** Records are retained for two years after the year the check is completed, and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. **RDA Number:** 88/007 **TBS Registration:** 001363 **Bank Number:** CPC PPE 822

Relocation

Description: This bank contains such records as letters of offer, authorization, advances, claims supplier payments, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Relocation Sub-Ledger System. (Note that payment records also are stored in Accounts Payable, CPC PPE 820.) Automated system also includes records pertaining to real estate matters. Individuals seeking access to this bank should specify the locations involved and the approximate dates. **Class of Individuals:** Canada Post employees who have been relocated, as well as on new employees who move to take up Canada Post positions. **Purpose:** The purpose of this bank is to support the relocation of employees. **Consistent Uses:** The records are used to administer the relocation function, involving authorizations, advances, claims and payments; and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to relocation firms and moving companies and to lawyers acting for either party, to facilitate the relocation. **Retention and Disposal Standards:** Records are retained for six fiscal years after the year of the last financial transaction. Housing subsidy case files are retained for six fiscal years after the end of the housing subsidy. Relocation sub-ledger system records are destroyed six fiscal years after receipt and verification of input data. **TBS Registration:** 001358 **Bank Number:** CPC PPE 816

Risk Management Claims

Description: This bank contains records regarding claims for damages involving, general liability and motor vehicle liability, legal opinions, settlement transactions and other correspondence relating to incidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment income or medical expense). The records also concern losses to Canada Post property due to fire, storm impact and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form in the Risk Management Information System. Data elements include the names of the employee and claimant, the cause and type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPE 820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Fleet Management, CPC PPE 825; that workers' compensation board claims are stored in Workers' Compensation Board Claims, CPC PPE 845; and that claims involving delayed, lost or damaged mail are stored in Customer Care, CPC PPU 030. Individuals seeking access to this bank should specify details such as incident location and date.

Class of Individuals: Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers. (See also Financial Accountability Cases, CPC PPE 818). **Purpose:** The purpose of this bank is to support the resolution of Corporation and third party claims. **Consistent Uses:** Records are used to determine liability for motor vehicle, and other accidents involving third parties, as well as damage to CPC property; to approve damage settlements, such as payments by and to the Corporation (claims requiring investigation, particularly those involving injury, are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent and mitigate recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim.

Retention and Disposal Standards: Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province). **RDA**

Number: 88/007 **TBS Registration:** 001360 **Bank Number:** CPC PPE 819

Scholarship Program

Description: This bank contains such records as application forms, awards, and related correspondence. Personal information collected includes home and school addresses and telephone numbers, samples of work, letters of recommendation, educational transcripts, and proof of university registration. A limited

amount of personal information exists in automated form. Social insurance numbers are collected from winning candidates as, by law, scholarship data must be reported to Canada Customs and Revenue Agency-Taxation. These are reported to Finance for the completion of T-4 statements. **Class of Individuals:** Children of regular full and part-time employees who have submitted applications. **Purpose:** To support the administration of a scholarship program for the children of Canada Post employees. **Consistent Uses:** Applications are evaluated on the basis of academic achievements and leadership qualities as demonstrated through school and/or community involvement. Divisional selection committees choose the winning candidates, who are thereby notified by the program manager. After the award of a scholarship and prior to the emittance of a cheque, the candidate's SIN and proof of university registration are collected. As a condition of renewal of the scholarship, an official transcript and proof of registration for the following year are required. Scholarship winners and/or their parents may be publicized, mainly for internal communication purposes. **Retention and Disposal Standards:** Unsuccessful applications are retained for three years after the year of the scholarship award decision. Successful scholarship records are retained for six fiscal years after the year the scholarship is awarded. Scholarship program database records are retained for six fiscal years after receipt and verification of input data. This schedule is under review. **TBS Registration:** 003157 **Bank Number:** CPC PPE 835

Security Clearances

Description: This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited information may exist in automated form as data elements of the Maintain Applicant Activities, Conduct Security Checks module of Systems Applications and Products (SAP). Data elements include name, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post employees who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems. **Purpose:** The purpose of this bank is to help determine the suitability of employees being considered for, or in, security-risk positions. **Consistent Uses:** The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance

may be attached to the Employee Personal File. Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks. **Retention and Disposal Standards:** Paper records are retained for two years after termination of employment and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. **TBS**

Registration: 001362 **Bank Number:** CPC PPE 821

Special Services

Description: This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation. (Note that payment records are also stored in Accounts Payable, CPC PPE 820). **Class of Individuals:** A small percentage of non-unionized Canada Post employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant. **Purpose:** The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving non-unionized employees. **Consistent Uses:** The records in it are used to ensure that referrals are handled legally, humanely and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File, CPC PPE 802. **Retention and Disposal Standards:** Records are retained for 12 years after last administrative use (e.g., resolution of the issue) and then destroyed. **RDA Number:** 88/007 **TBS**

Registration: 001355 **Bank Number:** CPC PPE 812

Staffing and Employment

Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, job descriptions, selection profiles, competition posters, competition posters, transfer requests, resumes of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notes of post-board interviews, notices to candidates of right to appeal, other appeal documents and related correspondence. A limited number of records may also be retained by the Internal Audit department for those employees who are candidates for the Internal Audit Development stream program (automated records are stored in the Audit Development Stream electronic system). Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location. **Class of Individuals:** Employees who apply for or are hired to fill temporary and permanent positions with Canada Post

Corporation. **Purpose:** The purpose of this bank is to support internal staffing and external recruitment activities. **Consistent Uses:** Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File; Certain information exists in automated form, in the Recruitment module of Systems Applications and Products (SAP). This includes such personal information as vacancy reports, job advertisements, internal and external job applications, applicant qualifications, reliability (financial and security) information, language and other tests; to assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances and Arbitrations, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken. **Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded. **RDA Number:** 88/007 **TBS Registration:** 001345 **Bank Number:** CPC PPE 801

Supervisory Records

Description: This bank contains working files and notes maintained by some supervisors on employees reporting to them, especially when the employees' official files are maintained off-site. Where files exist, they largely contain convenience copies of records stored in other employee information banks, e.g., leave applications; Systems Applications and Products (SAP) print-outs; performance appraisals and awards; accident reports; fitness assessments; attendance, disciplinary and other letters; E-mail print-outs; grievances and replies; and transfer, file and other employee requests and enquiries (see Staffing & Employment, CPC PPE 801; all three components of the Employee Personal File, CPC PPE 802, 808 and 815; Systems Applications and Products (SAP), CPC PPE 804; Grievances & Arbitrations, CPC PPE 813; Workers' Compensation Board Claims, CPC PPE 845; Employee Health Record, CPC PPE 840; Vocational Rehabilitation, CPC PPE 851; and Postmark Awards, CPC PPE 850). Original documentation could include uniform entitlements, attendance calendars, interview and other notes (including annotated copies) and drafts of letters or reports not yet finalized. To obtain access, employees are encouraged to deal directly with their

supervisor. Those submitting formal requests to CPC's privacy coordinator are requested to provide the name and work location of their supervisor(s). **Class of Individuals:** Current or recently terminated CPC employees on whom supervisors retain files. **Purpose:** To support the supervision of employees, especially at remote work sites. These files provide convenient access to both supervisors and their employees.

Consistent Uses: To monitor attendance, process leave applications, assign work, schedule replacements, document special achievements and recommend employees for corporate recognition programs, impose discipline, respond to grievances, report injuries, and prepare any other correspondence pertinent to the day-to-day administration of the work unit. **Retention and Disposal Standards:** Minimum two years for records used in decision making. **TBS Registration:** 003739 **Bank Number:** CPC PPE 803

Training

Description: This bank contains such records as course applications, authorizations, registrations and evaluations (for both participants and trainers), official languages declarations, examination results and certificates, fee payment records and related correspondence. Information on file includes first official language; work location; training requested, required or taken; and dates of training. Limited training data also exists in the training and event management module of Systems Applications and Products (SAP). (Note that vehicle driving training records are stored in Fleet Management, CPC PPE 825, and certain fee payment records are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number where older records are concerned. Individuals seeking access to this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken. **Class of Individuals:** Employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control. **Purpose:** The purpose of this bank is to support the training of employees. **Consistent Uses:** The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside parties), and to certify their achievements; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs; to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC

PPE 802), while information on employees' needs and achievements may be contained in the Systems Applications and Products (SAP)). **Retention and Disposal Standards:** Most records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment. An historical master file is maintained for ten years, for statistical purposes only. **RDA Number:** 88/007 **TBS Registration:** 001349 **Bank Number:** CPC PPE 805

Vocational Rehabilitation

Description: This bank contains records such as referral sheets, occupational fitness assessments, functional abilities evaluations, summaries of medical status, vocational rehabilitation plans and checklists, interview forms, progress notes, recommendation reports, case closure reports, and related correspondence. In regions where there is a separate Vocational Rehabilitation (VR) file, it is considered an extension of the Employee Health Record. In regions where there is not a separate VR file, some of the following file contents may be found in the Employee Health Record. (Note that some consultative records may also be found in Grievances & Arbitrations, CPC PPE 813, Employee Health Record, CPC PPE 840, and Workers' Compensation Board Claims, CPC PPE 845). **Class of Individuals:** Canada Post Corporation employees who are permanently partially disabled as a result of injury or illness. **Purpose:** To support the reintegration of permanently partially disabled employees. **Consistent Uses:** The records in it are used to develop and implement programs for affected employees, to facilitate communications with those concerned with the employee's case (e.g., treating physicians, medical consultants, occupational health nurses, line management) to respond to grievances or complaints, to ensure compliance with the Canada Labour Code, Workers' Compensation legislation and Canadian Human Rights Act, and to conduct follow-ups and audits. **Retention and Disposal Standards:** Records are retained 100 years after termination from CPC. **TBS Registration:** 003292 **Bank Number:** CPC PPE 851

Workers' Compensation Board Claims

Description: This bank contains such information as: accident and work injury or illness investigation reports; workers' compensation board claims and associated correspondence and forms; occasional legal opinions; records and correspondence regarding referrals and results. Certain medical information may also exist on file, including diseases or injuries that are unrelated to work. Certain records also exist in automated form, in the Accident Information Reporting System (AIRS). AIRS contains background data (age, sex, etc.) on injured

employees, as well as the location, nature, cause, and severity of the accidents and their associated direct and indirect costs. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers' compensation boards are stored in Fleet Management, CPC PPE 825, and Risk Management Claims, CPC PPE 819, respectively). This bank also contains the Social Insurance Number, which will be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify employment location as well as date, location and details of injury or illness. There is also a corporate WCB database that reflects all the costs charged to CPC by HRDC on individual claims.

Class of Individuals: Canada Post employees who have had injuries and accidents on duty or, who have made accident or workers' compensation board claims.

Purpose: To support Workers' Compensation Board programs. **Consistent Uses:** The records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits (including WCB paid medical and vocational rehabilitation) related to work-related injuries and illnesses; to facilitate the processing of provincial workers' compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS and the corporate WCB database support the resolution of claims and the reconciliation of accounts); to establish conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work, including reinstatement; to provide health and safety details for accident prevention and health protection purposes; and, to process grievances and appeals related to Occupational Health, Safety and Environment (see Grievances and Arbitrations, CPC PPE 813). The records also facilitate the study and correction of workplace conditions that contribute to illness or injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. Certain information may be disclosed to provincial workers' compensation boards, Human Resources Development Canada, medical

practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada regarding, for example, chemical spills involving Canada Post employees.

Retention and Disposal Standards: Paper records are retained for 100 years after the fiscal year of the last injury. Data In AIRS is transferred to the National Archives of Canada two years after the employee returns to work. **TBS Registration:** 003159 **Bank Number:** CPC PPE 845

Workforce Adjustment Program

Description: This bank contains such records as expressions of interest, employee name, length of service, salary history, estimated retirement or separation incentive amounts, acceptances or refusals of incentive offers, referrals to career counselling consultants and other related tax/financial data. Certain related records exist in automated form in the Systems Applications and Products (SAP). Related records may also be found in the Employee Personal File. **Class of Individuals:** Current or former employees of Canada Post Corporation who have expressed interest in a separation or retirement incentive or who have left CPC after receiving such an incentive. **Purpose:** The purpose of this bank is to support CPC's restructuring objectives by offering a voluntary package of retirement or separation incentives to eligible employees.

Consistent Uses: The records are used to ensure the eligibility of applicants to the incentive program, evaluate the amounts for the incentive on an individual basis, make offers to eligible applicants, and to process payments to employees who have accepted the incentive. **Retention and Disposal Standards:** Records are retained for the duration of employment with Canada Post. Two years after separation, records are transferred to National Archives of Canada and destroyed when the employee reaches the age of eighty (provided two years have elapsed since last administrative use). **RDA Number:** 91/020 **TBS Registration:** 003738 **Bank Number:** CPC PPE 834

Canada Science and Technology Museum Corporation

Chapter 18

Particular Banks

Reliability Checks

Description: This bank contains information gathered

by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment of contract in accordance with the Security Policy of the

Government of Canada. The bank includes verification data of educational and professional qualifications, employment criminal records and, where required, credit data, as well as other personal information. **Class of Individuals:** Individuals working or applying for work with the Federal government by way of appointment, assignment or contract. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. **RDA Number:** 86/001 **TBS Registration:** 002862 **Bank Number:** STM PPE 801

Standard Banks

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Note: Information regarding Staffing and Pay and Benefits is also held by the Department of Canadian Heritage.

Canadian Centre for Management Development

Chapter 20

Central Banks

Departmental Contact Identification System

Description: This information bank may contain basic information on financial contacts and departmental training coordinators with whom the Centre deals in the delivery of its training activities. **Class of Individuals:**

Financial contacts and departmental training coordinators. **Purpose:** This information bank exists to establish and maintain a list of contacts in order to forward relevant information regarding the participation of members of their departments on CCMD courses and programs, and to provide them with information for billing purposes. **Consistent Uses:** This information

bank provides the information necessary to communicate by mail, telephone or facsimile with financial and departmental training coordinators.

Retention and Disposal Standards: The files are retained as long as the information is still valid. **TBS**

Registration: 003327 **Bank Number:** CMD PCE 703

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Canadian Centre for Occupational Health and Safety

Chapter 21

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 85/001 **TBS Registration:** 000992 **Bank Number:** OHS PPE 801

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Canadian Dairy Commission

Chapter 24

Particular Banks

Employee Personnel Records

Description: This bank is under the control of the Human Resources Office. It provides a summary record of an individual's employment at the CDC. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees, who may access their records by contacting the Human Resources Office. The bank is

used to provide information for manpower planning and general personnel management. **Class of Individuals:** Employees and former employees of the Commission.

Purpose: To provide a record of information on employees and former employees relating to their employment with the Commission. **Consistent Uses:** Information may be used for purposes of employment references or group insurance. **Retention and**

Disposal Standards: Records of former employees are transferred to the National Archives of Canada two years following termination of employment. **TBS**

Registration: 004048 **Bank Number:** CDC PPE 801

Financial Management Information System – COMFIN/SATURN

Description: Financial information for the Commission. This information is classified as to: responsibility (collator); authority (allotment); purpose (activity); project; line object (nature). Personal information (i.e. addresses, telephone numbers, etc.) is captured in COMFIN. For persons receiving taxable payments from the Commission, their Social Insurance Number (SIN) are captured and retained in COMFIN. **Class of Individuals:** Non Commission employees. **Purpose:** The SIN is required for inclusion on the Tax information slip and on the tax information file that the department is required to transmit to Canada Customs and Revenue Agency. **Retention and Disposal Standards:** Information remains on COMFIN and is rolled from year to year. When there is no further activity, the information is removed from the system. **TBS Registration:** 004319 **Bank Number:** CDC PPE 805

Travel and Employees Expenditure Accounts

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel of employees. It also contains expense reports, receipts, cheque requisitions, advances and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. **Class of Individuals:** Employees of the Commission claiming travel expenses; course fees, membership fees; and other payments. **Purpose:** The purpose of this bank is to maintain information regarding travel of government employees. It is also used for the payment of invoices and claims to employees of the Commission claiming travel expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency and administration in pay and benefits. **Consistent Uses:** To administer the travel function with respect to their approvals as well as posting authorizations, advances and claims. Records are also used for the issuance of statement of taxable benefits for income tax purposes. **Retention and Disposal Standards:** Records are destroyed six years

following the fiscal year in which the travel or relocation claim was settled. **TBS Registration:** 004321 **Bank Number:** CDC PPE 810

Staffing

Description: The bank may contain staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; candidates' applications; list of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels, and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). **Class of Individuals:** Employees of the Commission. **Purpose:** The bank provides a record of the information used in staffing positions within the Commission. It is also a source of data for employment equity programs and services. **Consistent Uses:** To select candidates, staff positions and process complaints for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. **Retention and Disposal Standards:** Records are retained for two years after the staffing takes place, or two years after any other administrative action, at which time the records are destroyed. **TBS Registration:** 004322 **Bank Number:** CDC PPE 815

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Standard Banks

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Chapter 26

Particular Banks

Acquisition Card Applications

Description: Information collected for the purpose of Acquisition Card Issuance. Topics include full name, date of birth, mother's maiden name, sex, employee status and job title. **Class of Individuals:** The Acquisition Card Coordinator and Acquisition Card suppliers will require this information. **Purpose:** Both the Acquisition Card Coordinator and the Acquisition Card suppliers require this information for security and identification purposes, in order to issue Government of Canada Acquisition Cards. **Consistent Uses:** This information will be maintained by the Acquisition Card Coordinator in order to provide accurate and secure service to cardholders on a daily basis. **Retention & Disposal Standards:** These files will be retained for 6 years. **TBS Registration:** 004441 **Bank Number:** CFIA PPE 830

Departmental and Interdepartmental Assignments

Description: This bank contains information on employees on assignment and/or seeking assignments within and outside the Agency such as names, curriculum vitae, assignment agreements, approval of agreements. **Class of Individuals:** Employees on assignments with Canadian Food Inspection Agency. **Purpose:** To monitor and to ensure that all facts on the agreement are respected. **Consistent Uses:** The information is used for information purposes, for statistical purposes and for human resources planning. **Retention and Disposal Standards:** This information is kept for three years after completion of secondment agreement. PeopleSoft maintains information on those employees on assignment. **RDA Number:** 86-001 **Related to PR#:** CFIA 927 **TBS Registration:** 002699 **Bank Number:** CFIA PPE 821

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank

summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Agency employees. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Public Works Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to

group insurers, where applicable; to unions for dues check-off purposes and to Health Canada for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **RDA Number:** 85-001 **Related to PR#:** CFIA 860 **TBS Registration:** 000913 **Bank Number:** CFIA PPE 808

Employment Equity Database

Description: Database will contain information of what one or more designated group the employee has self-identified as belonging to (visible minority, persons with disabilities, women and Aboriginal People). It will break down the sub-group (if indicated by the employee) as to what sub-group the employee has self-identified in for the visible minority and persons with disabilities. It will also contain whether or not the employee would like to disclose the information for HR Management purposes (to be considered for various initiatives, participate in selection boards, etc.). **Class of Individuals:** All employees of the Canadian Food Inspection Agency. **Purpose:** To capture and retain EE data on employees of the Agency in order to produce statistical reports meeting legal obligations outlined in the EE Act and to be used for HR planning and management goal setting and program development. The data collected will be queried on for various different statistical reporting purposes, i.e. occupational group and level and how representative the Agency is with respect to the Canadian workforce. **Consistent Uses:** The information is to be used for the purpose of the bank. **Retention and Disposal Standards:** The records are retained indefinitely on the software program. **TBS Registration:** 004421 **Bank Number:** CFIA PPE 803

Employment Equity Program

Description: This bank contains information on employees; such as classification, branch, tenure, (status of employment, term etc.). Information is collected by means of a voluntary questionnaire.

Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis. **Class of Individuals:** Departmental employees **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Use of the PRI is required mandatory for this bank. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity. **Retention and Disposal Standards:** SOS performed on quarterly basis. **RDA Number:** 85-001 **Related to PR#:** CFIA 860 **TBS Registration:** 003648 **Bank Number:** CFIA PPE 818

Executive Group Personnel Record

Description: This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position,, appointment to region, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present. **Class of Individuals:** Members of the Executive Group in Canadian Food Inspection Agency. **Purpose:** To help in the staffing of Executive Group. **Consistent Uses:** To update and maintain staffing information on members of the Executive Group. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **RDA Number:** 86-001 **Related to PR#:** CFIA 860 **TBS Registration:** 002698 **Bank Number:** CFIA PPE 819

Expenditure Accounts — Departmental Employees

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. **Class of Individuals:** Employees of the Agency claiming travel, relocation and hospitality

expenses; course fees, membership fees; and other payments. **Purpose:** This bank is used for the payment of invoices and claims to employees of the Agency claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: Records are also used for the issuance of statements of taxable benefits for income tax purposes. **Retention and Disposal Standards:** Records are retained for six years. **RDA Number:**

86-001 **Related to PR#:** CFIA 914 **TBS**

Registration: 002285 **Bank Number:** CFIA PPE 817

Garnishment

Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department. **Class of Individuals:** Information is held on employees of the Canadian Food Inspection Agency against whom garnishment proceedings have been taken. **Purpose:** To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act. **Consistent Uses:** This bank is also used to approve deductions from salary.

Retention and Disposal Standards: Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Agency and is destroyed after the two-year period.

RDA Number: 86-001 **Related to PR#:** CFIA 925

TBS Registration: 002048 **Bank Number:** CFIA PPE 807

Human Resource Management System (HRMS)

Description: This bank contains records relating to employees and positions. It includes staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, performance appraisals and assessments; periods of employment and other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. It also includes leave and overtime status as well as rating factor scores, a job summary and a linguistic profile on each position. Additional data include appraisal results and addresses. The bank also contains data related to the employees leave transactions and overtime earned. Individuals seeking access to this bank should specify position title and employment location and dates. Individuals seeking access to computerized records that may exist on them must so specify. **Class of Individuals:** All employees and executives of Canadian Food Inspection Agency.

Purpose: The purpose of this bank is to support the efficient management and utilization of human resources. The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** The records are used to facilitate such human resource management and employee development functions as career management and internal staffing (e.g., manpower inventory searches), human resource development, and personnel applied research (e.g., projecting attrition rates and making other labour supply and demand forecasts, human rights, employment equity).

Retention and Disposal Standards: Computerized records are updated as required (usually daily from a SSC electronic transfer) or from on-line transactions by line managers. Data is retained for 5 years and then transferred to National Archives of Canada. The information is not deleted out of PeopleSoft after 5 years. **RDA Number:** 86-001 **Related to PR#:** CFIA 920, 923, 925, 927 **TBS Registration:** 002284 **Bank Number:** CFIA PPE 814

Internal Investigations

Description: This bank contains investigative reports and correspondence between Agency officials with respect to the confirmation or refutation of allegations against employees. **Class of Individuals:** Present or former employees of the Canadian Food Inspection Agency. **Purpose:** To record all information concerning alleged or suspected misconduct arising from involvement in violations of Canadian Food Inspection Agency Acts and Regulations or other laws which could adversely affect the Agency. **Consistent Uses:** To determine an appropriate course of action, including disciplinary measures or prosecution. **Retention and Disposal Standards:** Records are destroyed five years after the case is closed. **RDA Number:** 86-001 **Related to PR#:** CFIA 860 **TBS Registration:** 002094 **Bank Number:** CFIA PPE 811

Managerial Profile

Description: Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile. **Class of Individuals:** All employees of Canadian Food Inspection Agency occupying positions from EX minus 2 to top of Executive Group. **Purpose:** The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities. This particular information is kept in relation to a staffing process only (EGS). **Consistent Uses:** Same as for 'Purpose'. **Retention and Disposal Standards:** Minimum retention of 5 years as per

authority. **RDA Number:** 86-001 **Related to PR#:** CFIA 860 **TBS Registration:** 002946 **Bank Number:** CFIA PPE 820

Parking

Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information for the administration and control of parking privileges. **Consistent Uses:** The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis. **Retention and Disposal Standards:** Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file. **RDA Number:** 85-001 **Related to PR#:** CFIA 913 **TBS Registration:** 002283 **Bank Number:** CFIA PPE 816

Priority Placement System

Description: The data base consists of 1) Basic data which comprise of the first and last name of the priority employees, group and level, PRI, priority type, area, current location, title, first official language, advisor name and phone number. 2) Marketing Data which contains the start and end date of priority, their mobility, their second language profile and their skill profile. 3) Referral information including date referred, group and level of position referred to, position number, location, manager and outcome. **Class of Individuals:** Priority employees. **Purpose:** To market our employees who have been put on priority for other suitable employment. **Consistent Uses:** There will be no other use of this information. **Retention and Disposal Standards:** Two years after the last administrative use. **RDA Number:** 78-001 **Related to PR#:** CFIA 920 **TBS Registration:** 003320 **Bank Number:** CFIA PPE 800

Reliability Checks

Description: The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. **Class of Individuals:** Prospective and existing Canadian Food Inspection Agency employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets. **Purpose:** To help ensure that prospective and

existing Canadian Food Inspection Agency employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks. **Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. **Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Agency destroys the criminal record in question or any reference thereto immediately. **Related to PR#:** CFIA 860 **TBS Registration:** 002099 **Bank Number:** CFIA PPE 813

Request for Transfer File

Description: The bank contains transfer requests from individuals from within the Agency and outside departments. Records may contain personal résumés. Performance appraisals may also be included. **Class of Individuals:** Employees of Canadian Food Inspection Agency and outside departments. **Purpose:** To provide a record of information used in staffing positions in a government institution. **Consistent Uses:** To select possible candidates to staff positions on a transfer basis within Canadian Food Inspection Agency. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **RDA Number:** 86-001 **Related to PR#:** CFIA 860 **TBS Registration:** 002701 **Bank Number:** CFIA PPE 822

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank. **Class of Individuals:** Individuals working or applying for work with Canadian Food Inspection Agency by way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Canadian Food Inspection Agency by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Canadian Food Inspection Agency may refer only to the information contained in this bank and not to investigate

information contained in the CSIS bank. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis.

Retention and Disposal Standards: Two years after an employee leaves Canadian Food Inspection Agency after which the records are destroyed. **Related to PR#:** CFIA 852 **TBS Registration:** 002943 **Bank Number:** CFIA PPE 826

Telecommunication

Description: This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for all local and/or long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service and other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee.

Class of Individuals: Employees of the Agency.

Purpose: This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs. **Consistent Uses:** This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager. **Retention and Disposal Standards:** These records are retained for two years except for the information on financial transactions is kept for six years. **Related to PR#:** CFIA 852 **TBS Registration:** 003319 **Bank Number:** CFIA PPE 827

including course applications and evaluations; social insurance number; records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. It also contains applications for personal and professional developmental programs. **Class of Individuals:** Employees of the Agency. **Purpose:** To provide documentation for the administration and the application to training and development programs within government institutions. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee. **RDA Number:** 85-001 **Related to PR#:** CFIA 927 **TBS Registration:** 000917 **Bank Number:** CFIA PPE 810

Travel and Relocation

Description: This bank contains authorized requests for departmental credit cards and individual credit cards, foreign travel, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding credit cards, travel and relocation, and to obtain passports and visas for employees travelling overseas.

Consistent Uses: The information is also used to administer the travel and relocation functions with respect to their approval and to issue credit cards, passports and visas. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled except for credit cards, which are retained until the expiry date. **RDA Number:** 85-001 **Related to PR#:** CFIA 852 **TBS Registration:** 002282 **Bank Number:** CFIA PPE 815

Training and Development

Description: This bank contains personal data

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Particular Bank

Canadian Forces Member Grievance References

Description: This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the Canadian Forces and referred to the Canadian Forces Grievance Board by the Chief of Defence Staff. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and service number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Members of the Canadian Forces who have submitted grievances which have been referred to the Canadian Forces Grievance Board by the Chief of Defence Staff. **Purpose:** The information is used by the Canadian Forces Grievance Board in dealing with grievances referred to the Board pursuant to the National Defence Act. **Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the National Defence Act. **Retention and Disposal Standards:** These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting grievance case files meeting specific criteria. **TBS Registration:** 004448 **Bank Number:** CFGB PPE 801

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Canadian Grain Commission

Chapter 28

Particular Banks

Employee Personnel Record – Satellite files

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Social Insurance Number; Personal Record Identifier; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumés and references; geographical and organization location; appointments transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages, discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:**

To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Public Works and Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Human Resources Development Canada for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **TBS Registration:** 005121 **Bank Number:** CGC PPE 805

Training Database

Description: This bank contains personal data including course applications and evaluations; Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the institutions. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-

identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee. **TBS Registration:** 005122 **Bank Number:** CGC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standards Banks and a description of their contents.

Pay and Benefits

Canadian Heritage

Chapter 29

Particular Banks

Accounts Payable/Employee Accounts

Description: This bank contains authorizations, advances, claims, supplier invoices, travel arrangements and itineraries, correspondence concerning travel, relocation or posting of employees, expense reports, receipts, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, other payments and cheque requisitions. Records of transactions also exist in automated form in the Accounts Payable Sub-system. Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. **Class of Individuals:** Employees claiming travel and hospitality expenses, relocation expenses, education course fees, isolation allowances and membership fees, awards, ex gratia and other sundry payments; suppliers of goods and services provided to the Department; and individuals on contract. **Purpose:** The purpose of this bank is to support the accounts payable/employee accounts function, which is to make non-payroll payments in accordance with authorizations.

Consistent Uses: The records are used to substantiate and issue cheques for the above-noted supplier invoices, expenses, fees, claims and other payments; for planning, budgeting and audit purposes; and to provide reports concerning international travel, first class and business class air travel, child care expenses, extended travel versus short-term relocation and the use of private vehicles to the Treasury Board Secretariat, as requested. Limited information is disclosed to Public Works and Government Services Canada to facilitate cheque issue. **Retention and Disposal Standards:** The records are retained for six fiscal years following the fiscal year during which the claim was settled. **RDA Number:** 86/001 **Related to PR#:** CH ARO 095 **TBS Registration:** 002162 **Bank Number:** CH PPE 804

Career Management

Description: This bank contains personal information

on employees, specifically career profiles and curriculum vitae, as well as all other documentation related to employee career plan training and development, secondments, or appointments. This information has been collected by means of a questionnaire and interviews or compiled from employee files or automated data systems. **Class of Individuals:** Employees of the Department. **Purpose:** The purpose of this bank is to record data essential for the Administration of the Career Management program. It also aims to ensure efficient use of human resources and to increase the productivity and satisfaction of employees in the workplace. **Consistent Uses:** The information gathered will be used to counsel employees participating in the Career Management Program. The information may also be used to assess the compatibility between the employee profile and workplace profile. **Retention and Disposal Standards:** Records are destroyed two years after the employee has left the Department. Records will be kept for employees remaining with the Department. **RDA Number:** 86/001 **TBS Registration:** 002074 **Bank Number:** CH PPE 801

Security Services Investigation Files

Description: This bank contains personal information on individuals who have been involved in criminal and miscellaneous incidents or security violations and infractions investigated by Security Services. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Persons are identified by date of birth, name and initials. The report in which they are mentioned is identified by the assigned file index number, the type of incident or infraction and the date of its occurrence. Information in this bank may be maintained on paper documents and automated form. **Class of Individuals:** Employees of the Department and contractors dealing with the Department. **Purpose:** The purpose of this bank is to record information on security violations and infractions in order to evaluate trends in criminal activities, assess awareness and application of security measures and determine the need for and nature of disciplinary action.

Consistent Uses: This information is used by departmental authorities to support decisions regarding disciplinary measures, security and reliability screening, criminal actions, investigations, and suppression of crime, as well as for planning, evaluation and statistical purposes. **Retention and Disposal Standards:** The information in this bank is retained for two years following an employee's termination with the Department and five years for cases where a person is not an employee of the Department, it is then destroyed. **Related to PR#:** CH ARO 095 **TBS Registration:** 002165 **Bank Number:** CH PPE 803

Standard Banks

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- Official Languages
- Parking
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- Vehicle, Ship, Boat and Aircraft Accidents

Canadian Human Rights Commission

Chapter 30

Standard Banks

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Canadian Human Rights Tribunal

Chapter 31

Standard Banks

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Canadian Institutes of Health Research

Chapter 32

Standard Banks

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Canadian International Development Agency

Chapter 33

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Canadian International Trade Tribunal

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Travel and Relocation

Canadian Museum of Civilization Corporation

Chapter 35

Particular Banks

Vehicle Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business. **Class of Individuals:** This bank relates to individuals employed by the CMCC. **Purpose:** To determine liability for such accidents and to approve damage settlements. **Retention and Disposal Standards:** Two years after the settlement of individual claims, after which the files are destroyed. **RDA Number:** 86/001 **TBS Registration:** 000380 **Bank Number:** CMC PPE 801

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Canadian Museum of Nature

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Vehicle, Ship, Boat and Aircraft Accidents

Canadian Nuclear Safety Commission

Chapter 37

Particular Banks

Advisory Committee Members

Description: The CNSC maintains two advisory committees whose members come from industry, universities and other institutions. The committees report to the President of the CNSC. **Class of Individuals:** Radiological and nuclear safety specialists. **Purpose:** The purpose of this bank is to record information relating to the recruiting of members, and may include names and details concerning present employment and experience. **Retention and Disposal Standards:** Records are retained for two years before being transferred to the National Archives of Canada. **RDA Number:** 91-024 **TBS Registration:** 004116 **Bank Number:** AEB PPE 801

CNSC Inspectors: Certification Record

Description: CNSC staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is a separate bank. **Class of Individuals:** Employees of the CNSC. **Purpose:** The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes. **Retention and Disposal Standards:** Records are retained for 5 years and then destroyed. **TBS Registration:** 004118 **Bank Number:** AEB PPE 803

Radiation Exposure Records: CNSC Staff

Description: This bank contains a record of doses received by CNSC employees. Values are cumulated on a periodic basis. **Class of Individuals:** Employees of the CNSC. **Purpose:** The purpose of the bank is to maintain a record of doses received by CNSC staff while carrying out their duties. **Retention and Disposal Standards:** Records are kept for 75 years. **RDA Number:** 91-024 **TBS Registration:** 004117 **Bank Number:** AEB PPE 802

CNSC Leadership Assessments

Description: This bank contains information related to the assessment of management leadership competencies and the early identification of management potential at the CNSC. It contains Candidate Assessment Reports, scores and narrative descriptions related to various self-analysis and assessment centre analysis tools, biographical and position related information of the candidates, and other related information. Candidates are identified by number only. **Class of Individuals:** CNSC management. **Purpose:** This bank will contain information on individuals' leadership and management competencies. Such information will be used in development, training, succession planning, assignment, and selection decisions.

Retention and Disposal Standards: Records are retained for 7 years and then destroyed. **TBS Registration:** 004119 **Bank Number:** AEB PPE 804

Medical Records

Description: This bank contains the following types of information: medical, laboratory tests and reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. **Class of Individuals:** Federal public servants and former public servants. **Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment and periodic medicals, first aid treatment in the work place. **Consistent Uses:** To establish that the worker is fit for the job. **Retention and Disposal Standards:** Records are retained until the person reaches age 75, if no longer employed by the CNSC. If the employee is 70 years of age or over, the file will be retained for five years after the last examination. Upon expiry of the retention period, the records will be destroyed by the CNSC. **TBS Registration:** 004120 **Bank Number:** AEB PPE 805

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Canadian Polar Commission

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Standard Banks

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Canadian Radio-television and Telecommunications Commission

Chapter 39

Particular Banks

Deployments

Description: The purpose of this bank is to maintain an inventory of candidates interested in deployments. It includes résumés from public servants, including letters of reference, proof of education and second language skills. **Class of Individuals:** Public servants within and outside the Commission. **Purpose:** The bank would identify potential employees for deployment to jobs within and outside the Commission. **Consistent Uses:** None. **Retention and Disposal Standards:** Records will be retained for two years and then destroyed. **RDA Number:** 86/001 **TBS Registration:** 003266 **Bank Number:** CRT PPE 805

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Canadian Security Intelligence Service

Chapter 40

Particular Banks

Classification Redress

Description: This bank contains CSIS positions classification redress requests, acknowledgment letters, Redress Committee reports, decision notification memoranda and any other recorded personal information pertaining to the resolution of the request. Individuals must identify the position number and the approximate date of the redress request to locate and retrieve the information of interest. **Class of Individuals:** CSIS employees. **Purpose:** The purpose of this bank is to facilitate access to personal information obtained or prepared in the course of resolving a redress request. **Consistent Uses:** Information in this bank may be used in the resolution of any subsequent grievance or appeal relative to the CSIS position classification. Information in this bank may also be used for research, planning, audit and statistical purposes. **Retention and**

Disposal Standards: Records are destroyed five years after the most recent administrative activity in relation to an individual case. **TBS Registration:** 003631 **Bank Number:** SIS PPE 830

Conduct and Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct in respect to terms and conditions of employment; testimony by witnesses; legal opinions; investigations of possible breaches of conduct and analysis reports of these investigations. It is important to note that notices of disciplinary action are attached to the Employee Performance File. **Class of Individuals:** Employees of CSIS, other than persons attached or seconded to the Service. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in CSIS and to determine the need for and nature of disciplinary

actions. **Consistent Uses:** To support decisions on pay and benefits; attendance and leave; internal security; transfer, demotion and termination of employment. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Reviewed for disposal two years following the date of the disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, or a breach of conduct allegation is determined to be unfounded, the documentation of the action concerned may be immediately destroyed following a written request from the employee concerned. **TBS Registration:** 002144 **Bank Number:** SIS PPE 817

Conflict of Interest

Description: This bank contains (1) documents indicating that an employee has read and understood CSIS Conflict of Interest (COI) policy and agrees to respect such policy as a condition of employment and indicating whether or not an employee has assets or interests incompatible, or potentially incompatible, with the performance of their duties; (2) confidential reports of assets or interests incompatible, or potentially incompatible, with the performance of their duties; (3) investigation reports and correspondence about real, potential or apparent conflicts of interest emanating from an incompatibility, or a potential incompatibility, between an employee's personal affairs and the performance of their duties. **Class of Individuals:** Employees of CSIS.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood CSIS COI policy and agreed to observe it as a condition of employment; (2) about real, potential or apparent conflict of interest situations for CSIS employees; (3) to record real, potential or apparent conflicts of interest; (4) to record any post-employment compliance action required of the employee.

Consistent Uses: To resolve situations of real, potential or apparent conflict of interest and to support decisions on transfers and discipline if conflicts of interest exist and are not resolved. To enable designated officials to determine whether a former employee, to whom post-employment compliance measures apply, is in compliance. Information in this bank may also be used for audit purposes. **Retention and Disposal**

Standards: Retained by CSIS for the duration of employment plus two years after which the records are reviewed for disposal. **TBS Registration:** 003299

Bank Number: SIS PPE 826

CSIS Personnel Services

Description: This bank contains personnel characteristics, including age and gender, personnel record identifier; home address; citizenship; education, including transcripts, certificates and diplomas; official languages, including records of course enrolment, attendance, applications and qualifications, language

requirements of positions and bilingual bonus; non-government employment history; career resumes and references; geographical and organizational location; appointments, transfers; performance reviews and employee appraisals, including the level of employee's work performance in terms of skills, abilities, accomplishments, interests, and any management level assessments, both internal and external; promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. In addition, this bank contains information on the examination, recommendations and any corrective measures taken by CSIS as a result of complaints made under the Official Languages Act. Individuals must state their involvement in the official languages complaint process to search and retrieve the records of interest. If interested, individuals must provide the approximate date of their management level assessment to retrieve this record from storage. This bank also contains a summary of records of decisions relating to staffing; attendance and leave, including the record of leave and attendance and physician certificates associated with sick leave; medical information for evaluation of benefit entitlements or for management decisions such as transfers or dismissals for medical reasons; succession planning, training and development; decisions concerning compensation and fitness for work; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other particular banks.

Class of Individuals: CSIS employees and some job applicants (i.e. regarding official languages matters).

Purpose: To facilitate the CSIS administrative and operational human resources program. **Consistent**

Uses: Information in this bank may be used to ensure that human resourcing actions within CSIS are coordinated and authenticated in the interests of both the employee and CSIS, including decisions on staffing, succession planning, health reviews, employee assistance, employment equity and multiculturalism, pay and benefits, training and development, occupational health and safety, official languages, discipline, level of security clearance and pension purposes. Information in this bank may also be used to verify employment references, and to draft letters of appreciation and letters of condolence when applicable. Information in this bank may be disclosed to Human Resources Development Canada, The Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public

service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies on a strict need-to-know basis. This system may be used as a source of information for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Official Languages Reporting System, Mobility File, Entitlements and Deductions System, Leave Without Pay System, Training and Development Information System, Career Management System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission or Treasury Board Secretariat. Information in this bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages for the purposes of administering human resources and compensation activities are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** The CSIS employee personnel records are retained by CSIS at least until the individual reaches 90 years of age and 2 years have elapsed since the last administrative action or death occurred. When the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and when the record has not been so designated, it shall be destroyed. The official languages record is retained by CSIS for five years after the last documentation then destroyed. Information concerning official languages course enrolment, attendance, applications and qualifications are destroyed two years after the date of the last correspondence. Records relating to performance reviews and employee appraisals are retained five years after termination of employment then reviewed for disposal. **TBS Registration:** 003784 **Bank Number:** SIS PPE 808

Employee Assistance

Description: This bank contains information treated in a confidential fashion that is relative to participation in an Employee Assistance Program (EAP) including records obtained or prepared under contract; notice of voluntary referral; records of reference to, or reports and correspondence from health professionals. **Class of Individuals:** Current and former employees, their partners and immediate family members. **Purpose:** The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. **Consistent Uses:** To support decisions regarding employee assistance measures. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Retained a minimum of two years after the date of the most recent reference to employee assistance then reviewed for disposal. **RDA Number:** 86/001 **TBS Registration:** 002147 **Bank Number:** SIS PPE 820

Employee Security (formerly Security Clearances)

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS), previously RCMP Security Service investigations; fingerprint cards; criminal histories; social insurance number, security briefings and correspondence related to the security clearances of employees, polygraph testing, including the results of polygraph examinations. Notation of level of clearance may be attached to the Employee Personnel Record. This bank also contains information on holiday travel where personnel security may be a concern, EDP audits and correspondence related to the employee. **Class of Individuals:** Employees of CSIS and applicants for employment, as well as contract and company personnel working under federal government contracts. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees in respect to terms and conditions of employment as it relates to the personnel management of employees; to determine the level of security clearance and to provide information for the administration of government security measures. **Consistent Uses:** To support decisions on transfers, promotions, discipline, and continuation/termination of employment, the issuance of identification and building pass cards and to assist CSIS employees to identify other employees as persons authorized to be on CSIS premises. Information in this bank may also be used to ensure the terms and conditions of employment are adhered to as it relates to the personnel management of employees. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, audit, evaluation and statistical purposes. **Retention and Disposal Standards:** Information in this bank is retained until the individual is no longer employed by CSIS, then the information is destroyed after seven years. Information on unsuccessful applicants as well as contract employees is maintained for a minimum of ten years, then destroyed. **TBS Registration:** 002142 **Bank Number:** SIS PPE 815

Employees' Association

Description: This bank contains information on employees who have requested assistance from the CSIS Employees' Association, and includes documents or data relating to the resolution of complaints, grievances and/or disciplinary actions. **Class of Individuals:** All non-unionized employees, including term employees after six cumulative months of employment, except employees in the management cadre where the retention period exceeds the date the employee entered the management cadre. **Purpose:** The purpose of this bank is to maintain records relating to the representation of employees in the resolution of

their complaints or grievances, including those concerning the application of Human Resource policies, and assistance provided to employees facing potential disciplinary action. **Consistent Uses:** Only for administration within the Employees' Association.

Retention and Disposal Standards: As a requirement of the Privacy Regulations, information is retained a minimum of two years after all avenues of appeal have been exhausted. The documentation may be immediately destroyed following a written request from the employee concerned. **RDA Number:** 96/012 **TBS Registration:** 003970 **Bank Number:** SIS PPE 831

Employment Equity and Multiculturalism Programs

Description: The bank contains personal information on employees and employment equity initiatives which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to voluntarily identify themselves, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. **Class of Individuals:** Employees of the Service. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in CSIS. Data is collected to provide a comprehensive picture of employees by designated group status (e.g. women, aboriginal people, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within the Service and with their counterparts in the Canadian labour market. All linkages for the purpose of administering the employment equity program are in compliance with the provisions of the Employment Equity Act and the Privacy Act.

Consistent Uses: The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for the Service's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups are equitably represented in the Service. Information in this bank may also be used for audit purposes, and for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** Individual employment equity records are retained for a minimum of two years, then reviewed for disposal. **TBS Registration:** 002133 **Bank Number:** SIS PPE 824

Grievances and Adjudications

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances and adjudications. **Class of Individuals:** Employees of

CSIS. **Purpose:** The purpose of this bank is to record information used in the grievance and adjudication process through all levels up to and including the Public Service Staff Relations Board. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances, up to the point of referral to the Public Service Staff Relations Board. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records related to grievances and adjudications are retained for five years after a final resolution of the matter has occurred, then reviewed for disposal. **TBS Registration:** 002143 **Bank Number:** SIS PPE 816

Harassment and Discrimination in the Workplace

Description: This bank contains letters of complaint regarding incidents of harassment and/or discrimination; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Conduct and Discipline bank. (SIS PPE 817). **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of harassment and/or discrimination in the workplace, to make decisions in specific instances on whether or not harassment and/or discrimination is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment and/or discrimination situation. **Consistent Uses:** To support decisions resulting from the investigation and analysis of complaint. **Retention and Disposal Standards:** Records are reviewed for disposal two years after the most recent administrative activity in relation to an individual case. **TBS Registration:** 003298 **Bank Number:** SIS PPE 825

Health Services

Description: This bank contains psychological assessments, health reviews and medical records not considered to be occupational health-related. Please note that disclosure of psychological and medical tests are achieved through your personal examination of the test(s) in the presence of a designated practitioner. Instructions on how to contact the designated practitioner will be issued during the access request process, unless you specify that you do not want access to one or either of the tests. **Class of Individuals:** CSIS employees. **Purpose:** To determine an employee's capabilities to perform their duties on a regular and consistent basis, relative to their health; to make recommendations regarding staffing or posting

where their health is a determining factor; entitlement to sick leave; eligibility for insurance coverage, and to assess a candidate's personality attributes against those identified for particular functions. **Consistent Uses:**

Information in this bank may be used in redress or grievance processes, staffing, and administration of the pay and benefits programs. Information may be used by medical practitioners for continuity of treatment, or by physicians and psychologists appointed as a Health Evaluation Committee. Information in this bank may be used to determine eligibility for a disability pension by the Canada Pension Commission. Information may also be used for audit, planning, evaluation and statistical analysis. All linkages for the purposes of administering the human resources and pay and benefits programs are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records are retained at least until the individual reaches the age of 90, and two years have elapsed since the last administrative action. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **TBS Registration:** 003300 **Bank Number:** SIS PPE 827

Honours/Incentive Awards

Description: This bank contains information on employees who have been nominated for awards under the CSIS Employee Recognition Awards Plan and individuals who have participated in CSIS scholarship awards. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties, or suggestions for improvement of public service or CSIS operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. This bank also contains personal information on the Humanitarian Award, the Long Service Award and the Sir William Stephenson Award. **Class of Individuals:** CSIS employees who were either nominated for, and/or participated in the CSIS honours and incentive awards programs, CSIS Employee Recognition Awards, and individuals who have applied for the Sir William Stephenson Award.

Purpose: To identify individuals for awards under the CSIS honours/incentive awards program; Employee Recognition Awards Plan; or for receiving the Sir William Stephenson award. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. This information may be used as a source of information or for linking with all other government institutions participating in the CSIS Employee Recognition Awards Plan for the purpose of determining whether the individuals suggestion or application for an award is unique and/or is deserving of an award. The Department of Public Works and Government Services issues cheques and uses the SIN for income tax purposes. This information may also be used for

research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** CSIS Employee Recognition Awards records are retained for 12 years and then reviewed for transfer to National Archives. However, rejected suggestions and nominations are retained for two years. The files are transferred to the National Archives of Canada if employee suggestions lead to significant policy changes.

RDA Number: 86/001 **TBS Registration:** 002152

Bank Number: SIS PPE 822

Occupational Safety and Health

Description: This bank contains work-related injury files and health reports which are retained by CSIS in Health Services. Information Health Committees is available.. Records, including claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (Government Employees Compensation Records bank number HRDC PCE 701) or in the provincial agency handling work-related injuries. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in bank SIS PPE 814. **Class of Individuals:**

Employees of CSIS. **Purpose:** The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in CSIS, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and cases of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of the CSIS safety and health program. **Consistent Uses:** To support decisions relating to workers' compensation (including provincial workers' Compensation Board) and injury-on-duty leave; pay and benefits; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** An individual's medical records are retained by CSIS at least until the individual reaches 90 years of age and two years have elapsed since the last administrative action or death occurred. **TBS Registration:** 002140 **Bank Number:** SIS PPE 813

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The

bank may also include orders for garnishment, attachment, and diversion of funds (N.B. Earnings and superannuation records are attached to the Employee Personnel Record). **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment, or Pension Diversion Act. Information is also provided to Department of Public Works and Government Services to facilitate payment of salaries to various provincial health insurance plans, to group insurers where applicable, and to unions for dues check-off purposes. Information in this bank may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records reflecting rates of pay, statements of hours worked and other routine pay documents are reviewed for disposal two years after expiry of the fiscal year for general pay, deduction documentation and correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. All other personnel pay records are retained until the individual reaches 90 years of age and two years have elapsed since the last administrative action or death has occurred. **TBS Registration:** 002130 **Bank Number:** SIS PPE 823

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation reports and evaluation notes from staffing boards; examination papers and test results, including results of psychological testing; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. An employee who wants access to information about herself/himself from a

competition file must provide the competition number to locate and retrieve the information of interest. Records in the bank contain a variety of personal information which may include age, sex, education levels and/or work experience. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of CSIS. **Purpose:** The bank provides a record of the information used in staffing positions in CSIS. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: competition number, where applicable, should be quoted. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are retained for a minimum of two years after the eligible list for a staffing action expires, or two years after any other administrative action, then reviewed for disposal. **TBS Registration:** 002136 **Bank Number:** SIS PPE 809

Training and Development

Description: This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to the participation of employees in training and development activities, sponsored by the government as well as operated by private organizations. This bank contains the social insurance number of employees who participated in the Education Subsidization Program. It also includes information on employees who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Personnel Services Bank. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within CSIS. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the

achievements of employees. Documentation respecting the administration of the employee's pay is also contained in the Pay and Benefits Bank. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Intelligence Officer Career Progression Program, Leave Without Pay System and the Position Information Collection System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** General records on individual courses are kept for two years. Lists of individual employee's courses are retained until the employee reaches 90 years of age. Records on specialized training are retained for ten years and then transferred to be the National Archives of Canada. **TBS Registration:** 002138 **Bank Number:** SIS PPE 811

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of CSIS employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval, as well as posting authorizations, advances and claims. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **TBS Registration:** 002146 **Bank Number:** SIS PPE 819

Unlawful Conduct Investigations

Description: This bank contains allegations, investigational reports, interviews, reports to the Solicitor General of Canada and related correspondence collected, pursuant to subsection 20(2) of the Canadian Security Intelligence Service (CSIS) Act, of activities by CSIS employees who may have acted unlawfully in the performance of the duties and functions of the CSIS under the CSIS Act. **Class of Individuals:** Individuals involved in investigations conducted under subsection 20(2) of the CSIS Act. **Purpose:** To determine the validity of allegations of unlawful conduct by CSIS

employees and to take appropriate corrective measures if required. **Consistent uses:** Information in this bank may be disclosed to the Attorney General of Canada, the relevant law enforcement agency when necessary, and to the Security Intelligence Review Committee or Inspector General for review or to meet reporting requirements. Information in this bank may be used in disciplinary and conduct processes under the CSIS Act. This information may also be used for the management of CSIS, research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** All files are transferred to the National Archives of Canada after 12 years, taking care to delete the individuals' names. **RDA Number:** 86/001 **TBS Registration:** 002761 **Bank Number:** SIS PPE 832

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned/leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. This bank also contains claims for and any ex-gratia payments made to individuals. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in bank SIS PPE 813. The vehicle code number should be provided to facilitate retrieval from the information storage system. **Class of Individuals:** Individuals involved in vehicle, ship, boat or aircraft accidents involving employees of CSIS and individuals involved in claims for ex-gratia payments. **Purpose:** The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of CSIS. **Consistent Uses:** To determine liability for such accidents and to approve damage settlements. Information may be placed on the employee personnel record. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Two years after the accident if there are no claims or litigation. In the event of a claim, records are disposed of six years after settlement. Should the matter result in litigation, records are disposed of ten years after the process is completed. **TBS Registration:** 002141 **Bank Number:** SIS PPE 814

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Citizenship and Immigration Canada

Chapter 45

Particular Banks

Career assignment / secondment inventory
Description: This bank may include the following documents: two or more of the most recent evaluations, and a resume, if available. **Class of Individuals:** Employees of Citizenship and Immigration Canada. **Purpose:** The information in this bank will be used for referrals for assignments or secondments by user managers. **Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. The information may be used also for an alternate exchange program, a variety of workforce adjustment services such as career or financial counselling, outplacement

initiatives, workshops or seminars about career transition, job fairs, etc., as well as for statistical purposes or to evaluate the effectiveness of the program. As well, for those employees who consent, it may be used by the bargaining units also for workforce adjustment related services. **Retention and Disposal Standards:** The retention period is five years. **TBS Registration:** 002006 **Bank Number:** CIC PPE 802

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Communication Canada

Chapter 47

Particular Banks

Communication Canada Intranet Services

Description: This bank may contain the names, e-mail addresses, telephone/facsimile numbers and Internet provider addresses of federal employees who have submitted solicited or unsolicited information to Communication Canada's Intranet site. The bank includes responses to such comments/questions and any other information relevant to the processing of such comments/questions. **Class of Individuals:**

Communication Canada employees who submit solicited or unsolicited information via the Department's Intranet site. **Purpose:** This information is compiled in order to process the comments/questions received and to track the responses given. The information is made available to Communication Canada personnel in order to provide a response to the inquiry, and for the purposes of improving service to our Web site clientele.

Consistent Uses: The information will be used by various members of the Department who are responsible for maintaining pages on the Communication Canada Intranet Web site. **Retention and Disposal Standards:** To be established. **TBS Registration:** 005367 **Bank Number:** COM PPE 800

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Correctional Service of Canada

Chapter 49

Particular Banks

Awards and Honours

Description: This bank contains records on the administration of departmental and Treasury Board programs on decorations and awards presentations.

Class of Individuals: Employees of the Correctional Service of Canada. **Purpose:** To identify individuals who have been nominated for or have received awards and/or decorations.

Consistent Uses: Law enforcement agencies, Provincial Authorities. **Retention and Disposal Standards:** Records are retained for six years and then destroyed. Files affecting precedence must be transferred to the control of National Archives upon expiry of the retention period. Rejected suggestions and nominations are destroyed 2 years after last administrative use. **RDA Number:** 98/005 **TBS Registration:** 004033 **Bank Number:** CSC PPE 801

Tuberculosis Assessment Records

Description: This bank contains some or all of the following types of information: demographic information, past and current medical history including Tuberculosis medical history, Tuberculosis symptoms, documentation of Mantoux skin tests and other information relating to the Correctional Service of Canada's Tuberculosis Prevention and Control Program. Persons seeking access to this information must supply their full name, date of birth and location of the record sought.

Applications can be sent either to the Access to Information and Privacy Division of the Correctional Service of Canada (CSC) or of Health Canada, or to the Health Canada occupational nurse. **Class of Individuals:** Past and present employees of the CSC. **Purpose:** The purpose of this bank is to maintain records of all Tuberculosis assessments for employees of the

Correctional Service of Canada, to monitor the implementation of Tuberculosis control and prevention activities and provide statistical information for scientific decision making. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be shared with provincial medical officers of health.

Retention and Disposal Standards: Records are retained until the employee reaches 75 years, or, if 70 years of age or over, they are retained for five years after the last assessment. Upon expiry of the retention period, some of these records will then be held by the National Archives of Canada for archival purposes and the remainder will be destroyed. **TBS Registration:** 003906 **Bank Number:** CSC PPE 806

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Chapter 50

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 85/001 **TBS Registration:** 000693 **Bank Number:** DCC PPE 801

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Department of Finance Canada

Chapter 51

Particular Banks

Access Control and Identification Cards

Description: This bank contains photographs, signatures, surnames and given names, and card numbers for TBS/Finance staff and others who occupy TBS/Finance sites or who require routine access. The bank also contains information related to the access/egress to the sites. The identification/access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full

name or access card number. The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by: means of identification forms, correspondence, videocassette or camera. **Class of Individuals:** Employees of TBS/Finance and other departments who occupy or visit TBS/Finance sites as well as contractors who require access to the building on a routine basis. **Purpose of the Bank:** The purpose of this bank is to maintain information related to the issuance, cancellation and use of identification and access cards. For safety and security reasons the cards are used to

control building access and access to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings.

Consistent Uses: For safety and security reasons, the information is used to: control access and egress to certain facilities, provide for the security of TBS/Finance employees and property, produce reports for statistical analysis or for incident investigation, and issuance of identification and access control cards. **Retention and Disposal Standards:** Types of information related to access and egress of TBS/Finance facilities is collected, stored on an automated database solely for safety and security reasons is retained for two years for incident investigation purposes and is then destroyed. Information collected during silent hours and on entry control logs is retained for two years for investigation purposes and is then destroyed. Videocassette images are retained for up to 7 days and destroyed unless required for incident investigation purposes. All other records are retained for five years after release from the Department and are then destroyed. Records, other than video images, are accessible by providing full name and PRI. **RD Number:** 98/001 **TBS**

Registration: 005099 **Bank Number:** FIN PPE 816

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Department of Foreign Affairs and International Trade

Chapter 52

Central Banks

Personnel Administration: Non-Foreign Affairs Appointments

Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual. **Class of Individuals:** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad. **Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT. **Retention and Disposal Standards:** Information is retained in the bank for two years after the completion of the individual's posting and then destroyed. **TBS Registration:** 000350 **Bank Number:** EAC PCE 701

Particular Banks

Security and Personal Safety of Employees

Description: This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank. **Class of Individuals:** Canadian government employees who have been assigned to a Canadian mission abroad. **Purpose:** The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. **Retention and Disposal Standards:** These records are retained indefinitely. **TBS Registration:** 000352 **Bank Number:** EAC PPE 802

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

Retention and Disposal Standards: The disposal criteria for this bank are to be established. **TBS**

Registration: 000370 **Bank Number:** EAC PPE 805

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are

attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The Department also maintains information on complaints received with respect to the Official Languages Program. These are either lodged directly with the Human Resources Policy and Strategic Planning Division or via the Commissioner of Official Languages. Similarly, the Division maintains regular lists of both mission and bureau official languages champions.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual.

Retention and Disposal Standards: Two years after last documentation the records are destroyed. **TBS**

Registration: 000358 **Bank Number:** EAC PPE 803

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Retention**

and Disposal Standards: For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed. **TBS Registration:** 000364 **Bank Number:** EAC PPE 804

Non-Salary Reimbursement by Receiver General for Canada Cheques

Description: The bank contains the postal address or bank account information on each employee. **Class of Individuals:** Departmental employees who have incurred a non-salary related financial transaction

requiring reimbursement to the employee. **Purpose:** The purpose of this bank is to maintain information relating to the issuance of cheques to employees' postal address or to their banks for deposit in the employees' bank accounts. **Consistent Uses:** To issue cheques to employees' postal addresses or banks.

Retention and Disposal Standards: Six years after the last administrative use, the records are destroyed.

TBS Registration: 004047 **Bank Number:** FAI PPE 808

Personnel Administration — Locally-Engaged Staff

Description: The bank contains appointments, appraisals, classification, geographic location, pay, pension, separation, training, travel and SIGNET remote access status, of locally-engaged staff at Canadian missions abroad. **Class of Individuals:** Individuals who have been employed as locally-engaged staff at Canadian missions abroad. **Purpose:** The purpose of this bank is to retain information relating to the administration of staff engaged by Canadian missions in the countries where the missions are located.

Retention and Disposal Standards: Records at the mission are destroyed six months after the employee leaves the service of the mission; records at Ottawa headquarters are retained and disposed of in accordance with normal departmental policy for personnel records. **TBS Registration:** 000351 **Bank Number:** EAC PPE 801

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** The bank concerns employees of the

institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. **Consistent Uses:** It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed. **TBS Registration:** 002507 **Bank Number:** EAC PPE 806

Standard Banks

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Chapter 53

Particular Banks

360 Degrees Reference Checks

Description: This bank contains copies of questionnaires concerning individuals who have applied for senior positions with the Department of Justice. The purpose of the questionnaire is to obtain information on the candidates' leadership abilities and their commitment to the values of the Department. The questionnaires are filled

in by the superiors, peers and subordinates of the candidates. **Class of Individuals:** Individuals who have applied for senior positions within the Department of Justice. **Purpose:** The information is used to select candidates. **Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file. **TBS Registration:** 003996 **Bank Number:** JUS PPE 807 **Bank Number:** JUS PPE 807

Business Resumption Plan

Description: This bank contains departmental employee addresses and phone numbers, sector emergency plans, and Business Impact Analysis studies. Other records indicate team plans, generic emergency plans and common procedures. **Class of Individuals:** Departmental employees. **Purpose:** The information is compiled to be used only in an emergency/disaster

situation relative to the Department, and will be used to develop teams for the restoration of the essential business function of the Department. **Retention and Disposal Standards:** Records are updated yearly, at which time the names of employees who have left the Department are deleted. **TBS Registration:** 003917 **Bank Number:** JUS PPE 806

Career Management

Description: This bank contains information provided by employees on their education, work experience, career aspirations, training, secondments or appointments. It also contains other information such as official language test results and appraisal ratings. **Class of Individuals:** Departmental lawyers who occupy positions at levels LA-2B and above. **Purpose:** The information is gathered to facilitate human resource planning and career planning. **Consistent Uses:** The information is used by senior departmental officials and by personnel staff concerned with human resource planning. **Retention and Disposal Standards:** The records will be maintained and updated until such time as the lawyers concerned leave the Department. The records will then be transferred with the employee's files to the new department of employment or to the National Archives of Canada, as circumstances warrant. **RDA Number:** 85/001 **TBS Registration:** 003491 **Bank Number:** JUS PPE 801

Electronic Networks Audit Data Base

Description: This bank contains information pertaining to the access and use of the Department's electronic networks, including the Internet and the electronic mail network. The technical systems automatically record which Internet sites and which electronic mail addresses were contacted. This includes the capture of information that reflects which computer and user visited the Internet or sent e-mail messages. The log file contains the employee's Internet Protocol (IP) number rather than the individual's actual name. However, the IP number can be cross-referenced to the individual's name when required. In cases of suspected improper use of the networks, the investigative process may involve special monitoring and/or reading of the contents of individual's electronic mail messages and files without notice to the affected individual. **Class of Individuals:** All authorized users (including managers, indeterminate and term employees, contractors and persons hired through temporary help agencies), except those working in Departmental Legal Services Units. **Purpose:** The networks are routinely monitored for operational reasons to determine whether

the networks are operating efficiently and to isolate and resolve problems. In addition, the Administrative and Security Division requests file server logs on an ad-hoc basis to ensure that security measures are followed.

Consistent Uses: If, through normal analysis of the logs or a complaint, it is reasonably suspected that an individual is misusing the network, the matter is referred to the Administrative and Security Division to determine if further investigation and action is required. The Department of Justice has a policy on the use of electronic networks which outlines acceptable uses of the Internet and of the e-mail network by authorized users. Should an employee be in violation of any of the terms of the policy, the audit will serve as background information should further action be required. **Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file. **TBS Registration:** 004242 **Bank Number:** JUS PPE 810

Garnishment Registry

Description: This bank contains information on employees who are subject to a garnishment summons under Part I of the Garnishment, Attachment and Pension Diversion Act for a commercial or support debt that is issued in the National Capital Region. This bank contains court orders, garnishment summonses and administrative documentation identifying individual information. **Class of Individuals:** Employees who are in default of a commercial or family support financial obligation. **Purpose:** To fulfill the Department of Justice's responsibility to administer the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** Records are retained for a period of 21 years. **TBS Registration:** 003511 **Bank Number:** JUS PPE 804

Inventory of Language Capabilities

Description: This bank contains the name, section and work telephone number of Justice employees who understand, speak, read and/or write a language other than French and English. **Class of Individuals:** Employees of the Department of Justice who agreed to have their name included in the inventory. **Purpose:** To identify employees with specialized language skills who wish to participate in activities requiring other languages (for example, to communicate with foreign visitors, attend meetings with delegations in Canada or abroad). **Retention and Disposal Standards:** Records are updated yearly, at which time the names of employees who have left the Department are deleted. **TBS Registration:** 003678 **Bank Number:** JUS PPE 805

Inventory of Professional and Linguistic Abilities

Description: This bank contains information on Department of Justice employees interested in participating in national and international projects or exchanges with partners in the public and private sectors (non-governmental organizations, other departments,

universities, etc.). The information includes the name, section, classification, work telephone and fax numbers, linguistic profile, field of expertise, international experiences and memberships to the Bar. **Class of**

Individuals: Employees of the Department of Justice who agreed to have their name included in the inventory.

Purpose: To provide quick access to specific profiles of candidates based on the language and professional requirements associated with various projects or exchanges.

Retention and Disposal Standards:

Records are updated periodically, at which time the names of employees who have left the Department are deleted.

TBS Registration: 004184 **Bank Number:**

JUS PPE 809

Salary Management System

Description: The Salary Management System is a databank containing personal information for each employee of the Department of Justice. The databank contains data on each position within the Department, describing the position number, the status code, the position title, the classification and level, the salary, the bilingual bonus when applicable, and the financial coding. The databank is located in each Administrative Officer's computer and only contains information for those

employees employed within their responsibility centre(s). A corporate database containing consolidated information for the full department is also located centrally in the Corporate Management Sector.

Class of Individuals:

Departmental employees. **Purpose:** The Salary Management System is a forecasting tool to assist managers administer their salary and FTE (full time equivalent) resources for the current fiscal year.

Retention and Disposal Standards: Data is in accordance with

the General Retention Disposal Schedules of the Government of Canada. **TBS Registration:** 003510

Bank Number: JUS PPE 803

Survey on the Harassment Policy

Description: In the spring of 1999, the Conflict Management Evaluation Steering Committee conducted an internal survey to evaluate the policy "Towards a Conflict and Harassment-Free Workplace" and to evaluate the services of the Office of Conflict Management in order to assess their impact on the workplace. This bank contains copies of the responses received, either by filling out the questionnaire or by meeting with members of the Committee.

Class of Individuals: All employees of the Department of Justice, including managers, indeterminate and term employees, contractors, employees of other Departments reporting to Justice personnel, and persons

hired through temporary help agencies. **Purpose:** The information was used to assess the impact of the policy and the effectiveness of the Office of Conflict Management and to put forward recommendations to the Deputy Minister.

Retention and Disposal Standards: Material is retained for two years after the last administrative action on file. **TBS Registration:** 004182

Bank Number: JUS PPE 808

Timekeeping Data

Description: This bank contains time docketing records showing the volume and use of working time and leave, as recorded by individual employees, plus associated costs.

Class of Individuals: Employees of the

Department of Justice required to keep time. **Purpose:**

The information contained in this bank is used for a wide range of resource management purposes, including resource planning, allocation and accountability, workload management and client billing. Consistent Use: The bank may be accessed by managers to confirm that

employees, as part of their work requirements, are recording time appropriately. This information is used as one of the inputs for performance management and evaluation.

Retention and Disposal Standards: The

records are retained for five years after the last action on file. **TBS Registration:** 004245 **Bank Number:** JUS

PPE 811

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Chapter 55

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, as well as investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Current and former employees who are involved in potential or actual conflicts of interest.

Purpose: To support the implementation of the Corporate Policy on Standards of Conduct. **Consistent Uses:** To help determine whether a conflict of interest exists and, if so, to find a means of resolving the conflict of interest situation. **Retention and Disposal**

Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **TBS**

Registration: 000160 **Bank Number:** EDC PPE 810

Employee Career File

Description: This bank contains information on personal characteristics including age, sex, social insurance number (if provided by the employee), employee number, home address, citizenship, education, employment history, career resumes and references, geographical and organizational location, appointments, transfers, salary, promotions and demotions, periods of employment including

probationary periods, classification, performance appraisals, discipline, employee assistance, grievances, and may contain notations relating to staffing, training and development, official languages, occupational health and safety, which may also be retained in other banks. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To record information relevant to an employee's career including appointments, transfers, promotions, demotions, classification, performance, assistance, discipline, grievances and termination of employment. **Consistent Uses:** To support decisions on staffing; pay and benefits; training and development; official languages; occupational health and safety. **Retention and Disposal Standards:** Retained for duration of employment. Following termination, file is combined with Employee Personal File which is retained for one year and then transferred to the control of National Archives of Canada where it held until the individual has reached the age of 80, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value. For files of retired EDC employees, file is combined with Employee Personal File which is held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last administrative

action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value. **TBS Registration:** 004246 **Bank Number:** EDC PPE 801

Employee Personal File

Description: This bank contains information on personal characteristics including age, sex, social insurance number, provincial medicare number, employee number, marital status, disability, home address and telephone number, and correspondence related to recruitment and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave, employment equity status if applicable, and physicians' certificates associated with sick leave. Other supporting documentation includes copies of birth certificates of employees, spouses and their children; marriage and death certificates; the name of persons to contact in case of an emergency; banking information for salary deposits; and designation of beneficiary cards. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To provide documentation and authorization of recruitment, termination and superannuation, as well as on employment equity, attendance and leave, disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. **Consistent Uses:** To authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. The social insurance number is collected under the authority of the Income Tax Act. It is used for payroll activities, the provision of T-4 records and pension purposes, and is provided along with other information to Canada Customs and Revenue Agency for income tax purposes, to Supply and Services Canada for pension purposes, and to group insurers for long-term disability claim purposes. Information is also disclosed to a financial institution to facilitate the issuing of salary cheques and to Employment and Immigration Canada, notably with regard to terminated employees in accordance with the Unemployment Insurance Act and Regulations. **Retention and Disposal Standards:** Records are retained for the duration of employment. Following termination, they are retained for one year and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 80, or until two years after death provided two years have elapsed since the last administrative action. They may also be retained permanently by the National Archives of Canada if judged to be of historical value. For files of retired EDC employees, file is held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last

administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value. **TBS Registration:** 004247 **Bank Number:** EDC PPE 802

Expertise Database

Description: Information in this bank includes the name, position title and team membership of employees choosing to participate in this program, as well as the employee's telephone numbers, languages of fluency, professional designation, and information related to their areas of expertise. **Class of Individuals:** EDC's employees choosing to participate in this program. **Purpose:** To create a tool which promotes the sharing of information and best practices amongst employees thereby enabling them to make better and quicker business decisions. **Consistent Uses:** The information is used to identify the areas of expertise of participating employees. **Retention and Disposal Standards:** The information is provided and updated by the participating employee and is deleted by the employee at the time of his/her termination or retirement, or by EDC with the consent of the employee. **TBS Registration:** 005343 **Bank Number:** EDC PPE 820

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. **Class of Individuals:** Current and former employees. **Purpose:** To issue identification and building-pass cards. **Retention and Disposal Standards:** Two years after expiry of identification and building-pass cards, after which the records are destroyed. **TBS Registration:** 000161 **Bank Number:** EDC PPE 809

Occupational Health and Safety

Description: This bank contains accident and occupational injury or illness investigation reports and related correspondence as well as copies of the Supervisor's Accident Investigation Report, which is retained in the appropriate responsibility centre. The reports contain personal information about injured employees, including age, sex, marital status, social insurance number, home address, salary and employment as required by Human Resources Development Canada. First aid treatment records are retained in accordance with Treasury Board policy. Records including medical documents about individuals, claims for compensation, related correspondence and records of sums of money paid are held by Human Resources Development Canada. **Class of Individuals:** Current and former employees. **Purpose:** To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The social insurance number is collected under the authority of the Income Tax Act and is included in accident reports submitted to Human Resources Development Canada. **Retention and Disposal Standards:** Five years for first aid treatment records; ten years for accident and occupational illness or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after which the records are destroyed. Records held by Human Resources Development Canada are retained for the periods specified in the relevant bank description. **TBS Registration:** 000156 **Bank Number:** EDC PPE 806

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language qualifications of employees. Language examination and exemption records are attached to the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To document and support decisions pertaining to official language training and language testing as well as to document the language training needs and accomplishments of employees. **Consistent Uses:** To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier in connection with the language training of employees and is provided to the Public Service Commission and Treasury Board Secretariat as required. **Retention and Disposal Standards:** Two years following the date of last documentation, after which the records are destroyed. **TBS Registration:** 000155 **Bank Number:** EDC PPE 805

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on Corporation-leased property. Records for deductions

for payment of parking fees are also included in the pay and benefits records retained on the Employee Personal File. Personal information contained in this bank is also recorded in the computerized Human Resources Information and Administration Information Systems.

Class of Individuals: Current and former employees who have applied for parking permits. **Purpose:** To support the administration of parking privileges.

Consistent Uses: To control the issuing and revocation of parking permits and to facilitate the deduction of parking fees from salaries. **Retention and Disposal Standards:** Two years after the permit expires, after which the records are destroyed. **TBS Registration:** 000159 **Bank Number:** EDC PPE 808

Pension Plan for Employees of Export Development Canada and Supplementary Retirement Plan for Certain Employees of Export Development

Description: This bank contains pension election forms, pension beneficiary forms, proofs of prior services and correspondence concerning pensions. In particular, it contains the name of the employee, his/her employee number, social insurance number date of birth, gender, language, address, marital status, dates of cohabitation in case of marriage breakdown, date of hire, date of termination/retirement, contributions and interest, pensionable salary, pensionable service, prior service, elective service, accrued pension. It may also contain the name, date of birth and gender of beneficiaries. Records are accessible by providing employee number and full name. Information in this bank is also recorded in EDC's information system.

Class of Individuals: Permanent employees, designated beneficiaries and pensioners. **Purpose:** To determine the EDC pension benefits for its participating employees. This information may be used for statistical research purposes, for actuarial valuation of liabilities and cost to EDC, and for planning, implementing and evaluating EDC policies relating to pensions and benefits. **Consistent Uses:** To authenticate decisions on pension entitlements. The social insurance number is collected under the authority of the Income Tax Act for purposes of tax deductibility of employee contributions and for benefits taxation. Information is provided, in summarized or detailed format, to: (i) the federal Office of the Superintendent of Financial Institutions Canada and Canada Customs and Revenue Agency pursuant to the requirements of the Pension Benefits Standards Act and the Income Tax Act; (ii) federal government departments or agencies, other employers or their trustees and financial institutions of employees in cases of employee transfers; and, (iii) the trustees and the pension plan services providers with whom EDC has trust agreements or service agreements. **Retention and Disposal Standards:** Records are retained for the duration of employment. Following termination, files of employees who have elected to take the actual value of their pension are retained for two years and then transferred to the control of National Archives of

Canada where they are held until the individual reaches the age of 80, or until two years after death provided two years have elapsed since the last administrative use. These files may also be retained permanently by the National Archives of Canada if judged to be of historical value. Files of former employees who have elected to receive a deferred annuity and files of retired employees are held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last administrative use. These files are then transferred to the control of National Archives of Canada and may be retained permanently by the National Archives of Canada if judged to be of historical value. **TBS**

Registration: 005344 **Bank Number:** EDC PPE 825

Security Clearances

Description: This bank contains personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of CSIS investigations are maintained in the CSIS Security Assessment bank SIS PPU 005). **Class of Individuals:** Current and former employees. **Purpose:** To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the CSIS's Security Clearance Records Bank. **Consistent Uses:** To support decisions on staffing, transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed. **TBS Registration:** 000157 **Bank Number:** EDC PPE 807

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes, including human resources inventory searches. Records in the bank contain a variety of personal information such as education levels and professional qualifications, and may contain the age, sex and social insurance number, if provided by the candidate. **Class of Individuals:** Employee applicants. **Purpose:** To select candidates and staff positions. **Retention and Disposal Standards:** Records are retained for two years after staffing action has been completed or two years have elapsed after any other

administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File and Employee Career File. **TBS Registration:** 000153 **Bank Number:** EDC PPE 803

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by non-government organizations, which may require the use of the social insurance number. Participation and achievement records are attached to the Employee Career File and information on an employee's needs for individual development related to performance may be contained in the Performance Appraisal Form retained on the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To approve and record the participation of employees in training and development activities. **Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. The social insurance number is collected under the authority of the Income Tax Act. It may be used as an identifier when required in connection with the training and development of employees. **Retention and Disposal Standards:** Two years after completion of the particular training and development undertaken by an employee, after which the records are destroyed. **TBS Registration:** 000154 **Bank Number:** EDC PPE 804

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** It relates to current and former employees. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. **Consistent Uses:** The bank is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **RDA Number:** 86/001 **TBS Registration:** 004055 **Bank Number:** EDC PPE 811

Farm Credit Canada

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Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** All employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on potential conflict of interest situations. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 85/001 **TBS Registration:** 001626 **Bank Number:** FCC PPE 801

Employment Equity Program

Description: This bank contains information on designated group employees. Respondents are asked to voluntarily self-identify, by means of a questionnaire, whether they are of aboriginal origin, if they have a continuing or permanent physical disability, or are a member of a visible minority group, or female. **Purpose:** This bank provides documentation for the implementation of the Employment Equity Act. Data is collected to provide a comprehensive picture of employees by designated group status (i. e. women, aboriginal persons, persons with a disability and visible minority groups). This information is used to compile a profile of employees and to compare the workforce status of designated group members with non-designated group members, within FCC and with their counterparts in the general labour market. The employee number may be used to link information in this bank with that in another bank containing employee information (i. e. Human Resources Data Base) in order to obtain statistical information, where the security of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure target group participation and equitable

representation. It may also be used for policy and planning purposes related to employment equity.

Retention and Disposal Standards: These records will be retained for a period of at least three years after the year in respect of which a report is made.

RDA Number: 85/001 **TBS Registration:** 002803

Bank Number: FCC PPE 802

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Recognition program

Description: The file contains information on employees such as: name, address, telephone number, starting date, recognition award related to the number of working years. **Class of Individuals:** The recognition program concerns the Corporation's employees who have worked between five and twenty five years. **Purpose:** The recognition program is a way for the Corporation to reward employees for their performance. Consistent uses: May be used for managing the award recognition program and to provide a trail for distributed awards. **Retention and Disposal Standards:** Permanent retention. **TBS Registration:** 005306 **Bank Number:** FBCL PPE 801

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Attendance and Leave

Description: The bank contains information on all approved leave requests and monthly attendance reports and notes including physician certificate forms justifying absences. **Class of Individuals:** The information relates to departmental employees.

Purpose: The information is obtained for the administration of employee attendance and leave.

Consistent Uses: Verification of absences against leave credits, salary payments against attendance reports, recording of leave on annual leave report form and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: The records are destroyed one year after expiry of fiscal year. **RDA Number:** 85/001 **TBS Registration:** 000628 **Bank Number:** DFO PPE 805

Harbour Managers

Description: This bank contains information on Harbour Managers appointed by the Minister, as to date of appointment (and cancellation) and remuneration for services performed. **Note:** With the exception of 39 PY's in the Pacific Region, the remainder receive remuneration based on a percentage of the revenue collected at the harbour and the extent of other related

duties. A file on each Harbour Manager contains information as to name, address, phone number, identification number and badge number. Harbour Managers may also be appointed by the Minister in accordance with the Fishing and Recreational Harbours Act. Active and historical information from this bank is required for administration purposes. Harbour Managers are also designated as Enforcement Officers, in accordance with the Act. They provide on-site management, collect revenue and enforce the Act and Regulations. The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. The retention and disposal of information in this bank is to be determined with departmental records management and National Archives of Canada. **Class of Individuals:** Harbour Managers. **Purpose:** Provide on – site management, collect revenue and enforce the Act and Regulations. **Consistent Uses:** The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying berthing or other services. **Retention and Disposal Standards:** Is determined with departmental records management and National Archives of Canada. **RDA Number:** 85/001 **TBS Registration:** 000640 **Bank Number:** DFO PPE 801

National Priority Clearance and Liaison Service

Description: This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. When staffing a position in DFO, this inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. Statistical reports to Central Agencies (PSC & TBS) and bargaining agents are also compiled from this bank. The retention and disposal standards have yet to be determined. **Class of Individuals:** It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. **Purpose:** This inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. **Retention and Disposal Standards:** Records are retained for three years in the department. **TBS Registration:** 003625 **Bank Number:** DFO PPE 802

Performance Reviews and Employee Appraisals – Merit/Performance Pay Plans

Description: Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PRAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development. **Class of Individuals:** All employees in the executive group (EX) and employees falling under merit/performance pay plans (except PE's). **Purpose:** As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate. Performance quotas have to be met and statistical information has to be produced. Therefore, easy access to performance evaluations is a must. **Consistent Uses:** Determination of annual salary and identification of training and development needs. **Retention and Disposal Standards:** Files are destroyed once employees terminate employment with the Department. **RD Number:** 85/001 **TBS Registration:** 000635 **Bank Number:** DFO PPE 807

Staffing (II)

Description: This bank contains general documentation related to specific positions (up to EX) and specific documentation related to individual performance as a result of competitions. The information includes application form, resume, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual.

Class of Individuals: Applicants competing or being given consideration for a position. **Purpose:** The purpose of this bank is to assess applicants for positions. **Consistent Uses:** Information used during competitive process and appointments from eligible lists when established. May also be used at an appeal hearing or during an investigation. **Retention and Disposal Standards:** Records are retained for three years in department. **RD Number:** 85/001 **TBS Registration:** 001742 **Bank Number:** DFO PPE 804

Staffing and Employment Transition – Executive Group (I)

Description: Contains general information regarding the staffing and downsizing of executive group positions in the Department, and information related to the position being staffed, the candidates and the successful candidate and of the departure of executives. General documentation related to specific positions (up to EX-5). **Class of Individuals:** Employees at the EX levels; applicants from feeder groups competing or being given consideration for a position. **Purpose:** When staffing or abolishing a position in the public service, a file has to be prepared for reference and audit purposes. **Consistent Uses:** Information used during competitive process. **Retention and Disposal Standards:** Records are retained for three years. **RD Number:** 85/001 **TBS Registration:** 000627 **Bank Number:** DFO PPE 803

Training and Development

Description: Contains personal data including course application; personal record identifier (PRI); records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; departmental training records for in-house courses (data on employees who have attended including PRI); information required for central agency reporting purposes including forms (training – expenditure, and training – human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended educational leave, CAP and the Management Trainee Program. These banks (files) include resumes, performance reviews, return of service undertaking agreements and forms indicating management approval; inventory of training/authorization forms; inventory of CAP and MTP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants. **Class of Individuals:** Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses. **Purpose:** To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with

central agencies on TDIS and development programs; and submission of cases for review by the Human Resource Committee. **Consistent Uses:** To register employees on courses and maintain a record of courses taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning employee training taken and planned training activities. **Retention and Disposal Standards:** Training forms retained until the end of the year and then sent to registry. **RDA Number:** 85/001 **TBS Registration:** 000630 **Bank Number:** DFO PPE 806

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Fraser River Port Authority

Chapter 61

The Fraser River Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Freshwater Fish Marketing Corporation

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Standard Banks

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Great Lakes Pilotage Authority Canada

Chapter 63

Particular Banks

Employee Personnel Files

Description: These files maintain a general record of information on individuals who are employees of the Authority and may contain the following: Attendance and Leave; Discipline; Grievances; Identification and Building-Pass Cards; Official Languages; Performance Review and Employee Appraisals; Staffing; Training and Development; Travel and Relocation. **Retention and Disposal Standards:** The retention period is seven years. Access to these files will require a name and address. **TBS Registration:** 002998 **Bank Number:** GLP PPE 805

Order-In-Council Appointments

Description: Information in this bank includes the

curricula vitae of members, Orders-in-Council appointing them to the Board, correspondence, travel expense claims. **Purpose:** Information is used in the completion of travel documentation and for remuneration of members. **Retention and Disposal Standards:** Files are retained of seven years. **TBS Registration:** 002999 **Bank Number:** GLP PPE 810

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Gwich'in Land and Water Board

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Note: The Gwich'in Land and Water Board is subject to the Privacy and Access to Information Acts.

Gwich'in Land Use Planning Board

Chapter 65

Note: The Gwich'in Land Use Planning Board is subject to the Privacy and Access to Information Acts.

Halifax Port Authority

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Standard Banks

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Hamilton Port Authority

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Note: The Hamilton Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Hazardous Materials Information Review Commission

Chapter 68

Particular Banks

Managerial and Confidential Exclusions

Description: This bank contains individual employee data related to exclusions. It includes effective dates of exclusion, bargaining unit identification, position number and title, employee group and level and the rationale on which the employee was excluded. **Class of Individuals:** Employees of the Hazardous Materials Information Review Commission. **Purpose:** The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Commission and is the only official record of exclusion status. **Retention and Disposal Standards:** Notice of acceptance or objection is retained for three years and exclusion files for five years. **TBS Registration:** 002881 **Bank Number:** HMI PPE 805

Person-Year Utilization System

Description: This bank contains the name of each employee on strength, at the end of the reporting period, together with their classification and date of employment. This information is used to verify the correct identity of individuals and to link the information in this bank with that from the CCAC Personnel Information System. **Class of Individuals:** The information relates to employees of the Commission. **Purpose:** The purpose of this bank is to calculate person-year utilization, which is used for internal management information purposes and in the annual reporting to Treasury Board. **Retention and Disposal Standards:** These files are retained for two years. **TBS Registration:** 002883 **Bank Number:** HMI PPE 810

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Health Canada

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Central Banks

Health Unit Files

Description: This bank contains some or all of the following types of information: emergency treatment, return to work visits, examinations, counselling, troubled employee counselling, referral and audiogram reports. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought. **Class of Individuals:** Federal public servants.

Purpose: The purpose of this bank is to maintain records of all health unit consultations including emergency treatment, return to work visits, counselling and referrals, examinations and troubled employee referrals. The information is also used to perform occupational health monitoring. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701.

Retention and Disposal Standards: Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, preplacement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed. **RDA Number:** 99/022 **TBS Registration:** 005077 **Bank Number:** HCan PCE 703

Occupational Health Medical Records

Description: This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, immunization records, x-ray reports and films, other specialized diagnostic procedure reports, and treatment and counselling reports. Workplace hazards and overexposure records may also be recorded. Persons seeking access to this information must supply their full name, date of birth and location of the record sought.

Class of Individuals: Federal public servants, former public servants, prospective public servants, and in some locations may include employees of federally regulated industries who have contracted with Workplace Health and Public Safety Programme.

Purpose: The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical, mental health assessments, and counselling. The information is used to support fitness to work assessments, medical, mental health, employment and pension decisions/entitlements. **Consistent Uses:** Information may be used internally for program

management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Interpretations of evaluations may be shared, with consent, with other federal departments.

Retention and Disposal Standards: Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, preplacement, periodic, immunization records, and/or fitness to work medical assessments are retained for 10 years and then destroyed. **RDA Number:** 99/022 **TBS Registration:** 005087 **Bank Number:** HCan PCE 701

Public Service Health Medical Advisory Committee

Description: This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this information bank must supply their full name, date of birth and case file number. **Class of Individuals:** Federal public servants.

Purpose: The purpose of this bank is to maintain a record of decisions/recommendations on contentious medical cases assessed by the Public Service Health Medical Advisory Committee. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information in the bank is also used in response to legal actions and complaints to the Canadian Human Rights Commission about the outcomes of occupational health medical assessments and the response of the employing departments to accommodate a specific case. Information also related to HWC PCE 701. **Retention and Disposal**

Standards: Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, preplacement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed. **RDA Number:** 99/022 **TBS Registration:** 005086 **Bank Number:** HCan PCE 702

Particular Banks

Departmental Complaints File (Employees)

Description: Information in this bank includes Canadian Human Rights Act complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare. **Class of Individuals:** Employees and ex-employees who have registered a complaint to the Canadian Human Rights Commission or Public Service Commission. **Purpose:** Records in the bank apply to all employees of the Department who have filed formal complaints and are used to seek resolution or defence or to decide on a

course of action. **Consistent Uses:** The use is consistent with the purpose indicated in part 5.

Retention and Disposal Standards: The files are kept for two years after the last use for an administrative purpose and are then destroyed. **RDA Number:** 86/001 **TBS Registration:** 002748 **Bank Number:** HCan PPE 801

Managerial and Confidential Exclusions Records

Description: Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. **Class of Individuals:** Records in the bank apply to HWC employees excluded from collective bargaining for managerial or confidential reasons. **Purpose:** The purpose of this information bank is to record data on employees excluded from collective bargaining. **Consistent Uses:** The use is consistent with the purpose indicated in part 5.

Retention and Disposal Standards: The records are retained for 2 years after the information has been superseded or becomes obsolete and are then destroyed. **RDA Number:** 86/001 **TBS Registration:** 002900 **Bank Number:** HCan PPE 802

Person-Year Accounting and Control System (PYAC)

Description: This bank contains person-year utilization information by individual. The social insurance number is used to verify the correct identity of individuals, and to link the information in this bank with that from the Departmental Personnel Information System. **Class of Individuals:** The information relates to employees of the Department. **Purpose:** The purpose of this bank is to record person-year utilization information, which is used for internal management information purposes and in the annual reporting to Treasury Board. Reporting on person-year utilization is a financial responsibility. **Consistent Uses:** Use of this bank is consistent with the purpose specified in section 5.

Retention and Disposal Standards: The records are retained for six years and are then destroyed. **RDA Number:** 86/001 **TBS Registration:** 002749 **Bank Number:** HCan PPE 804

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Historic Sites and Monuments Board of Canada

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Note: Information on the members of the Historic Sites and Monuments Board of Canada is held by Canadian Heritage

Human Resources Development Canada

Chapter 71

Central Banks

Government Compensation Records

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid. **Class of**

Individuals: Federal and Crown corporation employees. Proof of identification may be required before access is granted. **Purpose:** The purpose of this bank is to record all claims for compensation under the Government Employees Compensation Act.

Consistent Uses: The files are used to establish validity of claims and to determine workers' compensation entitlement. **Retention and Disposal**

Standards: Three years after claim is settled. The complete file is then microfilmed. The microfilm is retained for 100 years. **RDA Number:** 69/089 **TBS Registration:** 000457 **Bank Number:** HRDC PCE 701

Pilot Project in Disability Management

Description: Information contained in this bank includes information obtained from employees of Correctional Services Canada, Human Resources Development Canada, National Defence, and Public Works and Government Services who participate in the Pilot Project in Disability Management. The information is obtained by the Project's Case Managers in order to develop and implement an employee's individualized return-to-work plan that specifies the responsibilities of the employer, employee, attending physician, and other service providers who may be involved in the employee's rehabilitation and return-to-work process. It may also include a licensed medical practitioner's statement of physical or mental capacities of the individual. **Class of Individuals:** Employees of the participating institutions who have experienced an injury or illness and are being assisted with their workforce reintegration. **Purpose:** The purpose of this bank is to assist Case Managers with pilot testing a Disability Management program that helps prevent disability and assists employees to quickly and safely return to work after an injury or illness. **Consistent Uses:** Information contained in this bank will be used to evaluate the effectiveness of Disability Management and the Pilot Project. **Retention and Disposal Standards:**

Information will be retained for no less than two years after the last activity relating to the employee's return to work. **Related to PR#:** HRDC MSC 025 **TBS Registration:** 003410 **Bank Number:** HRDC PCE 705

Particular Banks

Business Resumption Planning

Description: This bank contains Business Resumption Plans for all points of service for Human Resources Development Canada. The plans contain the home addresses and telephone numbers of all employees.

Class of Individuals: Employees of Human Resources Development Canada. **Purpose:** To enable employees to be contacted in response to an emergency which affects the delivery of essential services. **Consistent**

Uses: Information in this bank may be used by Human Resources Development Canada for research, planning, evaluation and statistics. **Retention and Disposal**

Standards: The Plans are updated on a regular basis and information on persons no longer employed by the section for which the Plan was written is deleted immediately. **RDA Number:** To be determined. **TBS Registration:** 004157 **Bank Number:** HRDC PPE 801

Career Planning and Review Inventory

Description: This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available. **Class of Individuals:** Employees in HRDC. **Purpose:** The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit. **Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. **Retention and Disposal Standards:** The retention period is five years for managers. Contact: Director, Operations Services Division – Quebec, Human Resources, HRDC, Place du Portage, Phase IV, 3rd Floor, Hull, Quebec, K1A 0J9. **TBS Registration:** 002006 **Bank Number:** HRDC PPE 802

Human Resources Planning Information Program (HRPIP)

Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on HRDC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed). **Class of Individuals:** Employees of the institution whether indeterminate, term, casual, full-time or part-time.

Purpose: To assist managers in the preparation of their Human Resources Plans. **Consistent Uses:** To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee

age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced by HRDC's new Human Resources Employee Identification Number System. **Retention and Disposal Standards:** Retained for a minimum of two years following last action. **TBS Registration:** 003331 **Bank Number:** HRDC PPE 812

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Particular Banks

Automated Access/Security System – 344 Slater Street, Ottawa

Description: This bank contains information relating to the use of individual identification Access cards, i.e. card number, name of person to whom card issued, photograph and signature of card holder. **Class of Individuals:** Employees of the IRB national headquarters – 344 Slater Street, Ottawa. **Purpose:** The purpose of this bank is to provide a record of the access to IRB premises and to grant access to

authorized individuals. **Consistent Uses:** The information in this bank would be used in the event of a breach in Board security. **Retention and Disposal Standards:** The information will be retained for a two year period following the last administrative action and then destroyed. **TBS Registration:** 004080 **Bank Number:** IRB PPE 811

Automated Property Access Security – Toronto Victoria Street Office

Description: This bank contains information relating to

the use of individual identification access numbers.

Class of Individuals: Employees in the Toronto Victoria Street Office only. **Purpose:** The purpose of this bank is to provide a record of the access to Board property.

Consistent Uses: The information in this bank would be used in the event of a breach in Board security.

Retention and Disposal Standards: The information is retained for one year and then deleted. In the event that any information is used for an administrative purpose the information used would be retained for two years after the last administrative action and then deleted. **TBS Registration:** 003177 **Bank Number:** IRB PPE 804

Employee Assistance

Description: The Board has a Memorandum of Understanding with Health Canada, Occupational and Environmental Health Services Agency to provide Employee Assistance Services to all employees and members of the Board. No Employee Assistance Program (EAP) information banks exist within the Board. The Bank in Health Canada contains information treated in a confidential fashion that is relative to IRB employee involvement in EAP; notice of voluntary or mandatory (supervisory work performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capabilities or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Occupational and Environmental Health Services Agency, Health Canada. Work relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. **Class of Individuals:** Employees and Members of the Board. **Purpose:** The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. Only statistical information is released to the Board. **Consistent Uses:** To support decisions regarding employee assistance measures. **Retention and Disposal Standards:** Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. **TBS Registration:** 003176 **Bank Number:** IRB PPE 803

Member Tracking System

Description: This information bank contains personal data on members, such as home addresses, telephone numbers, dates of assignments, expiration dates of assignments; and the language spoken by Members.

Class of Individuals: Members of the Board.

Purpose: The purpose of this data bank is to keep track of Board Members' appointment and expiration dates. It is also used as the source list of individuals available to hear cases for the Board. **Retention and Disposal Standards:** Records are destroyed two years after the expiry of a Member's term of appointment.

RDA Number: 85/001 **TBS Registration:** 003174

Bank Number: IRB PPE 801

Review of Complaints – Governor in Council Appointees

Description: This bank may contain correspondence with respect to complainants made by the public or interested third parties for alleged improper behaviour of a Member pursuant to the Code of Conduct; testimony by witnesses; legal opinions; inquiries into improper behaviour; and analysis reports of the inquiries. **Classes of Personal Information:** Governor in Council Appointees of the institution. **Purpose:** The purpose of this bank is to maintain information concerning complaints made under the Public Complaints Process, and to determine the need for and nature of any action. **Consistent Uses:** To foster and maintain the highest standards of professionalism and conduct of Members and to enhance public confidence in the integrity and competence of the Members. **Retention and Disposal Standards:** Information is maintained for three years after the last administrative use in the case of founded complaints, and for two years after the last administrative use in the case of unfounded complaints. **TBS Registration:** 004069 **Bank Number:** IRB PPE 806

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Indian and Northern Affairs Canada

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Particular Banks

Workforce Adjustment Program

Description: This bank contains personal information on employees who are entitled to a staffing priority (as defined in the Public Service Employment Act) and on those employees given an administrative priority by the Public Service Commission. Personal information includes: educational background; employment history; address; training and development; preferred location of employment within Canada; and willingness to accept lower-level positions. Personal Record Identifier numbers are used to identify employees. This information is collected by means of questionnaires, interviews and curricula vitae. **Class of Individuals:** Departmental employees. **Purpose:** This bank provides documentation to personnel officers in order to facilitate the placement in locations across Canada of those employees currently entitled to a staffing priority within the Public Service of Canada. The bank is also used to support decisions regarding the placement of priority employees in positions within the Department or in other departments and agencies. **Retention and Disposal Standards:** Records are retained for three years after an employee entitled to a staffing priority is placed. **RDA Number:** 85/001 **Related to PR#:** INA HRB 921 **TBS Registration:** 002541 **Bank Number:** INA PPE 801

Ombudsman's Case Files

Description: The bank contains information on difficult situations raised by departmental employees as well as approaches taken to solve situations. It also includes information on follow-up activities. **Class of Individuals:** Departmental employees at all levels. It may include names, gender and information on employment equity group (voluntary). **Purpose:** The bank provides a centralized current information source on issues raised, and is maintained by the Staff Ombudsman. **Consistent Uses:** The bank provides the Staff ombudsman with a proper mechanism to track pertinent information on issues raised in order to be in a better position to counsel employees on the best option to solve their situations. It also serves to produce an Annual Report which includes statistical information (number of employees, type of issues raised, action taken), trends and recommendations. **Retention and Disposal Standards:** Two years from the time the file was last updated. **TBS Registration:** 004260 **Bank Number:** IAN PPE 802

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Note: Indian Residential Schools Resolution Canada is subject to the Privacy and Access to Information Acts.

Industry Canada

Chapter 75

Central Banks

Client and Functional Community Feedback

Description: This bank includes information such as job categories, employment status and work locations of employees. It also contains personal opinions or views on client satisfaction. **Class of Individuals:** Randomly selected Industry Canada employees across Canada with a few from other Federal Departments such as Treasury Board of Canada Secretariat and Public Works and Government Services Canada who use the Corporate Comptroller's Branch products and services. **Purpose:** The purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services.

Consistent Uses: Used to provide statistics which will assist the Corporate Comptroller's Branch to assess its client and functional community satisfaction. It is also used to contribute to formulating policy, planning and operation decisions. **Retention and Disposal Standards:** Retained for two years and then destroyed. **TBS Registration:** 003892 **Bank Number:** IC PCE 702

Conflict of Interest Records

Description: This bank contains information regarding the classes of persons referred to in the Conflict of Interest and Post-Employment Code for public office holders. It contains personal information about their private activities, their assets and liabilities. **Class of Individuals:** Lieutenant governors, ministers, their exempt staff, parliamentary secretaries, Governor in council appointees and full-time ministerial appointees who are or were subject to the Code. **Purpose:** The purpose of this bank is to record information required for the administration of the Conflict of Interest and Post-Employment Code for public office holders. **Consistent Uses:** To establish precedents in administering the Conflict of Interest and Post-Employment Code and to extract and maintain in a public registry (<http://strategis.ic.gc.ca/ethics>) that portion of the information which the Code requires to be maintained in that manner. **Retention and Disposal Standards:** Information is generally held in this bank for two years after the individual concerned leaves public

office, according to Schedule 5 of the General Records Disposal Schedules of the Government of Canada. **RDA Number:** 98/001 **Related to PR#:** IC IC 140 **TBS Registration:** 000130 **Bank Number:** IC PCE 701

Particular Banks

Amex Individual Credit Cards

Description: This bank contains application forms for Amex credit cards. **Class of Individuals:** Departmental employees. **Purpose:** To provide employees who travel frequently with a government-sponsored personal credit card to pay for travel services. **Consistent Uses:** Monthly activity reports are used to ensure payments are made by due date. They are also used to identify seriously delinquent accounts when assistance in the collection of the account is requested by Amex. **Retention and Disposal Standards:** Application forms are retained for two years after the last use of the card. **RDA Number:** 99/004 **TBS Registration:** 002562 **Bank Number:** IC PPE 811

Bank of Mentors

Description: This bank contains personal information on employees, specifically their curriculum vitae, the type of assistance they prefer offering or looking for and the groups of employees the mentor is most comfortable to deal with. The information is collected by means of a questionnaire and/or during the course of an interview. **Class of Individuals:** All employees of the Department. **Purpose:** The purpose of this bank is to coordinate the Department mentoring program. **Consistent Uses:** The information gathered will be used to maximize the compatibility between the mentor and his protege. **Retention and Disposal Standards:** Records will be kept as long as the senior employee is an active mentor or two years after the last administrative action and then destroyed. **RDA Number:** 98/005 **TBS Registration:** 003668 **Bank Number:** IC PPE 807

Departmental Assignment Program

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence. **Class of Individuals:**

Federal government employees who have requested a departmental assignment. **Purpose:** The information will be used to maintain an inventory of employees interested in an assignment or vacancy. **Consistent Uses:** The information is used to identify interested employees for referral for available assignment opportunities. **Retention and Disposal Standards:** Records are retained for a period of two years after completion of an assignment. **RDA Number:** 98/005 **TBS Registration:** 002905 **Bank Number:** IC PPE 803

Employee Feedback

Description: This bank includes information such as job categories, employment status and work locations of departmental employees. It also contains employee personal opinions or views on their job satisfaction and work environment. **Class of Individuals:** Industry Canada employees who work in the Corporate Comptroller's Branch, National Capital Region. **Purpose:** The purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services. **Consistent Uses:** Used to provide statistics which will assist the Corporate Comptroller's Branch to assess its employee satisfaction and work environment. It is also used to contribute to the formulating policy, planning and operation decisions. **Retention and Disposal Standards:** Retained for two years and then destroyed. **RDA Number:** 98/005 **TBS Registration:** 003891 **Bank Number:** IC PPE 813

Employee Reimbursements

Description: The Personal Information Bank will contain names of employees and their home addresses. **Class of Individuals:** Departmental Employees. **Purpose:** To provide the name and mailing addresses of departmental employees so that expense claims refund cheques can be mailed directly to their home from Public Works and Government Services Canada. **Consistent Uses:** This bank of data is for internal use only. No matching activities are applicable. **Retention and Disposal Standards:** Retained for six years and then destroyed. **RDA Number:** 99/004 **TBS Registration:** 003218 **Bank Number:** IC PPE 806

Employee's Survey

Description: This bank will include information such as job categories, work locations, age and gender of federal employees. It also contains personal opinions or views on various facets of the workplace, such as internal communications, leadership, career development and team work. **Class of Individuals:** All employees of the Spectrum, Information Technology and Telecommunications (SITT) Sector at Industry Canada (approx. 400) and employees in regional offices of Industry Canada who have the responsibility of discharging SITT's mandate in the regions (approx. 400). **Purpose:** The

purpose of this bank is to support an internal renewal exercise within SITT. This effort aims at improving the overall work environment. **Consistent Uses:** Will be used to help the management and Employee's Council of SITT develop initiatives and practices which will contribute to the betterment of the workplace environment. **Retention and Disposal Standards:** Retained for two years and then destroyed. **RDA Number:** 98/004 **TBS Registration:** 003955 **Bank Number:** IC PPE 800

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the various departmental awards program. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties as well as practical suggestions for improvement of public service operations, and completed reports concerning the awards program. **Class of Individuals:** Employees of the Department. **Purpose:** To identify individuals who have been nominated for awards. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds. **Retention and Disposal Standards:** Records are retained for six years and then destroyed. **RDA Number:** 98/005 **TBS Registration:** 002561 **Bank Number:** IC PPE 812

Internet Audit Data Base

Description: This bank contains information pertaining to the access of the Internet via the Industry Canada Corporate Network, in particular what Internet sites are being visited by departmental employees. The data base contains Internet Web site visited in conjunction with the employee's IP address. The individual's actual name is not contained within the data base however, the IP address can be cross-referenced to the individual's name when required. **Class of Individuals:** All employees of the Department. **Purpose:** The purpose of the bank is to provide an audit trail of Internet web sites visited by employees of Industry Canada. Industry Canada has an Internet Usage Policy which outlines acceptable uses of the Internet by staff. Should an employee be in violation of any of the terms of the Policy, the audit will serve as background information should further action be required. **Consistent Uses:** The information housed in the bank will be provided upon request by Industry Canada Security. The information is released to Industry Canada officials when they have sufficient reason to believe access to the Internet via Industry Canada's network has been compromised by an individual of the department. **Retention and Disposal Standards:** The retention period for the audit data base is two years. The information is then destroyed. **RDA Number:** 98/001 **TBS Registration:** 003979 **Bank Number:** IC PPE 816

Ombudsman Program

Description: This bank contains information on employees requesting that certain workplace situations be changed or investigated. Information contained could be "complainant's" name, colleague's or supervisor's name.

Class of Individuals: Department of Communications employees. **Purpose:** The purpose of this bank is to provide information to allow the Ombudsman to investigate allegations or situations and recommend or mediate solutions where possible. This will be outside the regular grievance/appeal processes. **Retention and Disposal Standards:** Retention and disposal for this bank are to be established. **TBS Registration:** 003003 **Bank Number:** IC PPE 808

PeopleSoft/HRMS

Description: This data bank contains the following information: sector, branch, name, PRI, sex, first official language, classification and employment location. It is an automated human resources management system that contains information on the management of positions and classifications decisions, the administration of the workforce including the tracking of assignments, priority management, administration of training, labour management relations, official languages, employment equity, compensation and leave. **Class of Individuals:** All employees of Industry Canada. **Purpose:** Management of human resources within Industry Canada as described above under "Description". **Retention and Disposal Standards:** Data beyond five years are electronically archived but can be accessed at any time. **RDA Number:** 98/005 **TBS Registration:** 004254 **Bank Number:** IC PPE 815

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation. **Class of Individuals:** Federal employees about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under the Act to federal investigative bodies. **Retention and Disposal Standards:** Records are retained for two years and then transferred to the National Archives of Canada. **RDA Number:** 98/001 **Related to PR#:** RIE ACC 285 **TBS Registration:** 002012 **Bank Number:** IC PPE 801

Senior Management Development Information

Description: This bank contains information provided by

employees on their education, work experience, career aspirations and training. It also contains information on date of birth, first official language, official language test results and appraisal ratings. **Class of Individuals:** Departmental employees who occupy positions in the executive as well as those at EX-1 and EX-2 levels.

Purpose: This bank is used to facilitate human resource planning and career planning. **Consistent Uses:** Information will be used by senior departmental officials and by personnel staff concerned with human resource planning. **Retention and Disposal Standards:** Records will be maintained and updated until such time as employees leave the Department when these records will be destroyed or two years after the last administrative action. **TBS Registration:** 002711 **Bank Number:** IC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Reliability Checks

Security Clearances

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Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

International Centre for Human Rights and Democratic Development

Chapter 76

Note: For information on the employees of Rights & Democracy (the International Centre for Human Rights and Democratic Development), please contact the Centre's Access to Information and Privacy Coordinator (listed in the Introduction).

International Development Research Centre

Chapter 77

Particular Banks

Human Resources Inventory

Description: This bank contains an inventory of external applicants for possible employment at the International Development Research Centre. All unsolicited cvs are classified according to the established classification system. It is used to identify applicants for recruitment purposes. **Class of Individuals:** All applicants requesting employment at IDRC. **Purpose:** Applicants for employment at IDRC. **Consistent Uses:** The system is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment. **Retention and Disposal Standards:** Retained for six months after date of reply. **RD Number:** 86/001 **TBS Registration:** 001153 **Bank Number:** IDR PPE 802

Medical Records

Description: This bank records the medical history of the employees of the International Development Research Centre as well as of family members of staff who are posted overseas, and of OAG and CCC staff who consult the travel clinics according to contractual agreement. It contains pre-employment examinations, health histories, reports of physical examinations, results of biochemical tests, x-rays and cardiograms. The files are currently arranged by name in alphabetical order. **Class of Individuals:** Past and present employees of IDRC, OAG and CCC contract staff. **Purpose:** The information was compiled to maintain a health history record of past and present employees of IDRC and of OAG and CCC contract staff. **Consistent Uses:** This file is used to record health history and medical examinations of employees and of OAG and CCC contract staff, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update required inoculations of all employees and OAG and CCC contract staff who travel abroad. **Retention and Disposal Standards:** The

records are retained for ten years after the termination of employment or the last administrative action, and are then destroyed. **RD Number:** 83/002 **TBS Registration:** 001154 **Bank Number:** IDR PPE 803

Official Languages

Description: This bank contains official languages data on job language requirements and incumbents language data such as: first official language, meets or does not meet language requirements, in training or not, results of testing and date of testing. Language examination results and exemptions are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. **Class of Individuals:** Employees of the International Development Research Centre. **Purpose:** The purpose of this database is to provide the basic information required to administer the Official Languages Program. **Consistent Uses:** To administer the Official Languages Program at IDRC. **Retention and Disposal Standards:** The data is retained for the duration of an employee's employment at IDRC. **TBS Registration:** 002846 **Bank Number:** IDR PPE 806

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on the International Development Research Centre leased property. Records of payment of parking fees are included in the Employee Personnel Record. **Class of Individuals:** Employees of IDRC. **Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges. **Consistent Uses:** To issue parking permits. **Retention and Disposal Standards:** Records are destroyed two years after permit expires. **TBS Registration:** 002844 **Bank Number:** IDR PPE 804

Personnel Records

Description: This bank serves to maintain personal

information on individual employees of the International Development Research Centre. It contains information relating to individual awards, dismissals, lay-offs, resignations, retirements, promotions and demotions, attendance, classification, records of earnings, superannuation, insurance, benefits, transfers and postings, language examination exemptions, employment contracts, individual performance appraisal, appeals, grievances, conflict of interest cases, disciplinary action, certificates and diplomas, identification and building passes, training and application for employment. The employee's Social Insurance Number (SIN) is included for the purposes of issuing a T4 form (Statement of Remuneration Paid).

Class of Individuals: Employees of IDRC. **Purpose:**

The information is compiled to maintain a cumulative record of an individual's employment with IDRC for the purpose of facilitating personnel administration.

Consistent Uses: Files are used to maintain a record of each employee's personal history and to maintain a record of employment, classification, pay, appraisals, promotions, leave, superannuation, insurance benefits, etc. **Retention and Disposal Standards:** Retained by IDRC for the duration of employment plus two years, then transferred to the control of the National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. Information relating to

individual performance appraisals, appeals, grievances, conflict of interest cases, personal harassment, identification and building passes, training and application for employment, is retained by IDRC for a period of five years after employment termination, and then destroyed. **RDA Number:** 86/001 **TBS**

Registration: 001152 **Bank Number:** IDR PPE 801

Travel and Relocation

Description: This bank contains authorizations, advances, claims receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of**

Individuals: Employees of the International Development Research Centre. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of employee of IDRC.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **TBS**

Registration: 002845 **Bank Number:** IDR PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the Standard Banks and a description of their contents.

Security Clearances

Jacques Cartier and Champlain Bridges Incorporated (The)

Chapter 78

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been

resolved, after which the records are destroyed. **RDA Number:** 98/027 **TBS Registration:** 000663 **Bank Number:** JCCBI PPE 802

Sun Life of Canada's Group Insurance Portfolio Reports

Description: This bank contains individual JCCBI employee data related to insurance coverage matters. **Class of Individuals:** Employees of the institution. **Purpose:** Sun Life Assurance Company of Canada uses the information to establish monthly premiums for the following insurance: life, long-term disability, dependant life insurance, death and accidental dismemberment and health care/drugs/vision care/dental care. **Consistent Uses:** See "Purpose" above. **Retention and Disposal Standards:** For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action

on the file. **TBS Registration:** 004474 **Bank Number:** JCCBI PPE 806

Pension Plan Records

Description: The bank contains individual data pertaining to the Pension Plan. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose is to report total remittances to superannuation fund during the year based on employee deductions.

Consistent Uses: Public Works and Government Services Canada ensures that total deductions balance with total remittances. **Retention and Disposal**

Standards: For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file. **TBS Registration:** 004475 **Bank Number:** JCCBI PPE 807

Taxation Records

Description: The bank contains individual data related to salary and various deductions, including taxes for the institution's active and some retired employees. **Class of Individuals:** Active and retired employees of the institution. **Purpose:** The purpose is to comply with Revenue Canada-Taxation requirements. **Consistent Uses:** To determine individual income and taxes.

Retention and Disposal Standards: For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file. **TBS Registration:** 004476 **Bank Number:** JCCBI PPE 808

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Laurentian Pilotage Authority Canada

Chapter 79

Particular Banks

Register of Pilots employed by the Authority

Description: This contains information on physical characteristics, licences, certificates and marine incidents.

Class of Individuals: Pilots and apprentice pilots from the Laurentian Pilotage Authority. **Purpose:** Retain a register of certificates and qualifications required under the Pilotage Act. **Retention and Disposal Standards:** Files are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives. **TBS**

Registration: 003684 **Bank Number:** LPA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Law Commission of Canada

Chapter 80

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Mackenzie Valley Environmental Impact Review Board

Chapter 81

Note: For information on the employees of the Mackenzie Valley Environmental Impact Review Board, please contact the Centre's Access to Information and Privacy Coordinator (listed in the Introduction).

Mackenzie Valley Land and Water Board

Chapter 82

Note: The Mackenzie Valley Land and Water Board is subject to the Privacy and Access to Information Acts.

Military Police Complaints Commission

Chapter 83

Particular Banks

Corporate Services

Staff Relations

Description: This bank contains notices and actions taken following the misconduct of employees; formal and informal complaints of harassment, their assessment and their resolution; grievances presented by employees and their bargaining unit representatives; and the receipt and investigation of events of a staff relations nature at the work place with the actions taken. **Class of Individuals:** Employees of the Commission, including contractors and persons hired through temporary help agencies. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints and actions, to make decisions in specific instances and to take appropriate action. **Consistent Uses:** To support decisions on issues of a staff relations matter such as discipline,

harassment, grievances. **Retention and Disposal Standards:** (submission to the National Archives of Canada). **TBS Registration:** 005244 **Bank Number:** MPCC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Montreal Port Authority

Chapter 84

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Nanaimo Port Authority

Chapter 85

Note: The Nanaimo Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

National Archives of Canada

Chapter 86

Central Banks

Former Civilian Employees — Employee Personnel Record

Description: Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the Personal Information Index. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** To verify decisions concerning

employees, to determine any employee benefits which may still result from previous employment and to document a new personnel record in the case of re-employment. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 98/018 **Related to PR#:** NA NPR 170 **TBS Registration:** 000554 **Bank Number:** NA PGE 702

PERSFILE Automated Index System

Description: The PERSFILE system identifies the storage location of files contained in other banks within the Federal Records Centres. This automated index contains, in addition to locator numbers and record status, the relevant personal identifiers such as surname(s), given name(s), date of birth, sex, identification number(s), rank and type of service (military), last department and year of release (civilian).

Class of Individuals: Former military and civilian employees of the Federal Government. **Purpose:** To identify and locate within the Federal Records Centres, personnel records of former government employees.

Consistent Uses: This bank is used by the National Archives, Federal Records Centres and Regional Operations in order to control the loan period and actual location of personnel files. **Retention and Disposal Standards:** Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by the National Archives of Canada for archival purposes. A backup microfiche version is created semi-annually and is retained for five years for quality control purposes. **RDA Number:** 98/018 **Related to PR#:** NA NPR 170 **TBS Registration:** 000553 **Bank Number:** NA PCE 701

Particular Banks

Please note, when requesting military personnel files:

The National Archives of Canada processes requests for complete files of individuals 5 years after their release from military service. For a complete copy of the files of individuals released LESS than 5 years, the request should be submitted directly to the Department of National Defence.

Army Reserve Force Pay Sheets

Description: Contains financial and pay information which includes name, service number, pay entitlements, unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Army Reserve Force personnel whose period of service commenced in 1948 or later. **Purpose:** To verify service and pay to settle pay claims and provide the individual with proof of service. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000567 **Bank Number:** NA PPE 715

Auxiliary Services Record — World War II

Description: Contains limited personal information and

service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number. **Class of Individuals:** World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel. **Purpose:** To verify periods of service and determine eligibility for pension benefits. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000562 **Bank Number:** NA PPE 710

Canadian Army Wartime, Special Force and Regular Force — Part II Orders

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966. **Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000561 **Bank Number:** NA PPE 709

Dental Records — World War II, Special, Reserves and Regular Forces

Description: This bank contains records of dental histories, special dental examinations, tests, comments, opinions, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification. **Consistent Uses:** This bank is used by employees of the Federal Government

for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **RDA Number:** 99/014 **Related to PR#:** NA NPR 170 **TBS Registration:** 001943 **Bank Number:** NA PPE 721

Former Civilian Employees — DSS Superannuation Record

Description: Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 98/018 **Related to PR#:** NA NPR 170 **TBS Registration:** 000556 **Bank Number:** NA PPE 704

Medical Records — World War II, Special, Reserves and Regular Forces

Description: Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** To authenticate service information for possible pension and other benefits and to support medical decisions and pension entitlement claims. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are

retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **RDA Number:** 99/014 **Related to PR#:** NA NPR 170 **TBS Registration:** 000569 **Bank Number:** NA PPE 717

Microfiche Personal File — Regular Force and Class C Reserves

Description: Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service. **Class of Individuals:** Some Regular Force and Class C Reserves personnel. **Purpose:** To support decisions on pensions and other benefit entitlements. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000570 **Bank Number:** NA PPE 718

Military Personnel Bank — World War II, Special, Reserves and Regular Forces

Description: Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually

destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **RDA Number:** 99/014 **Related to PR#:** NA NPR 170 **TBS Registration:** 000568 **Bank Number:** NA PPE 716

Newfoundland Forces — World War II

Note: Records information for all other services within the Newfoundland Forces may be obtained by contacting Veterans Affairs Canada, St. John's, Newfoundland. **Description:** Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number. **Class of Individuals:** Personnel who served with the Newfoundland Forces during 1939 to 1946. **Purpose:** To verify length of service of Newfoundland Forces personnel and substantiate pension claims. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000565 **Bank Number:** NA PPE 713

Performance Evaluation Bank — World War II, Special, Reserves and Regular Force

Description: Contains records of performance of military personnel and may include personal evaluation reports, confidential personal assessments, reports on officers, course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** To support decisions on transfer, promotion, demotion, discipline, retention, release and other administrative rulings. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **RDA Number:** 99/014 **Related to**

PR#: NA NPR 170 **TBS Registration:** 000572 **Bank Number:** NA PPE 720

Royal Canadian Air Force (RCAF) — Daily Routine Orders

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Royal Canadian Air Force (RCAF) personnel from 1924-1967. **Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000560 **Bank Number:** NA PPE 708

Royal Canadian Navy (RCN) Pay Record Sheets — World War II

Description: Contains financial and pay information which includes name, service number, pay entitlements, ships served on and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on. **Class of Individuals:** Royal Canadian Navy personnel who served during World War II. **Purpose:** To verify pay records and settle any pay claims. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000564 **Bank Number:** NA PPE 712

Service Pensions Bank — Regular Force

Description: Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** All Canadian Forces personnel who have contributed to a pension plan. **Purpose:** To determine pension entitlements. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and

the remainder destroyed. **RDA Number:** 85/012
Related to PR#: NA NPR 170 **TBS Registration:**
 000571 **Bank Number:** NA PPE 719

Thirty Day Trainees — World War II

Description: Contains personal and service information such as name, service number, unit, period and location of service, medical category, etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth. **Class of Individuals:** Personnel who underwent special thirty-day military training under the National Resources Mobilization Act of 1940. **Purpose:** To verify eligibility for pensions and other benefits and to provide individuals with proof of service. **Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **RDA Number:** 85/012 **Related to PR#:** NA NPR 170 **TBS Registration:** 000563 **Bank Number:** NA PPE 711

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

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Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Arts Centre

Chapter 87

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Official Languages

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Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Battlefields Commission (The)

Chapter 88

Particular Banks

Employee Personnel Record

Description: Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required. **Class of Individuals:** The National

Battlefields Commission Employees. **Purpose:** This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer.

Consistent Uses: The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. **Retention and Disposal Standards:** After an employee leaves, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed. **TBS Registration:** 003944 **Bank Number:** NBC PPE 810

National Capital Commission

Chapter 89

Particular Banks

Corporate Human Resources Management System (PeopleSoft)

Description: These databases are on-line systems which support virtually all major personal management functions. These databases could contain Personnel Record Identifier (PRI), SIN number, sex, classification level, address, name, date of birth and performance evaluations. This system also contains all compensations related event histories for all NCC employees since 1971; position information since 1998; competition and training information since 2000. Also, PeopleSoft is used to generate employees' pay cheques with

earnings and deductions. PeopleSoft also contains information on current fiscal year employees. It is used to track hours worked and leave information. Finally, PeopleSoft is used to record job and position related information, especially job evaluation information and job descriptions. The Employment Equity Computerized Reporting and Information system (EECRIS) produces annual reporting for Employment Equity regulations.

Class of Individuals: NCC Employees. **Purpose:** The purpose of this system is to provide personnel information to the Commission's Managers and Personnel Administrators in order to facilitate decision making on personnel matters. They are also used for replying to requests for specific personnel data on a

controlled basis. **Consistent Uses:** The information in these databases is used to produce reports to managers in order to facilitate their personnel decision making. **Retention and Disposal Standards:** Computerized records are updated as required. Data is retained for 5 years and then transferred to National Archives of Canada; Employee Compensation record are retained forever. **Related to PR#:** NCC HR 004 **TBS Registration:** 003732 **Bank Number:** NCC PPE 800

Corporate Information Inventory System (CIIS)/Employee Database

Description: This bank is a component of an on-line information holdings management system. This bank contains each employee's name, identification number and security clearance level. **Class of Individuals:** NCC employees. **Purpose:** The purpose of this bank is to ensure that corporate records are accessed by employees with the appropriate level of Security clearance. **Consistent Uses:** The information is used to safeguard designated and classified information. **Retention and Disposal Standards:** Computerized records are updated as required. **Related to PR#:** NCC CIMS-SP 700 **TBS Registration:** 003664 **Bank Number:** NCC PPE 802

Employee Transition

Description: This bank is no longer used.

Standard Banks

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Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Defence

Chapter 90

Particular Banks

Academic Records – Students of a Canadian Military College

Description: The bank contains academic results achieved by the subject during each year of attendance. They are kept by the College Registrar. **Class of Individuals:** This bank applies to students who are attending, or have attended a Canadian Military College. **Purpose:** The purpose of this bank is to maintain a record of academic results for students who are attending or have attended a Canadian Military College (CMC). Files are used for administrative and statistical purposes and cover approximately 1000 members annually. **Retention and Disposal Standards:** Records are maintained indefinitely for historical purposes. Records are accessible by providing the: full name, service number and/or college

number, student number when accessing files, and year(s) in attendance at the Canadian Military College.

Related to PR#: DND RET 370 **TBS Registration:** 000212 **Bank Number:** DND PPE 844

Administrative Review Case Files (Prior to 1 Apr 98 referred to as Career Review Boards and Career Medical Review Boards)

Description: This bank contains personal information on individuals who have been the subjects of administrative reviews related to Misuse of Alcohol, Illicit Use of Drugs, Sexual Misconduct, Harassment, Family Violence and Abuse, and Racist Conduct, as well as information on administrative reviews related to Medical Employment Limitations. It includes documentation directly related to the individual's case from the initial incident report to the final decision, which formed the case file submitted to the Approving Authority. That

same documentation was disclosed to the individual under procedural fairness at the time the administrative review was conducted. Documentation may contain duly-vetted Military Police Investigation reports. Persons are identified by a service number, name and initials. Information in this bank may be maintained on paper documents, as well as on microfilm and in automated form. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** This information may be used by departmental authorities in answering applications for redress of grievances, appeals, and in determining eligibility for pensions. It is also used for research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: The records in this bank are kept at NDHQ for a minimum period of two years and are then transferred to National Archives where they will be kept indefinitely. Records are accessible by providing full name and Service Number.

RDA Number: 69/014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000183 **Bank Number:** DND PPE 814

Alert Manning Personnel System (AMPS)

Description: The AMPS contains personal information relating to the selection of Communication Research (CommRsch291) personnel to be attach-posted to CF Station Alert. Specifically, it contains the: gender, rank, Individual attach posting history, security clearance, member's present unit, service number, Military Occupation Codes and special qualifications. **Class of Individuals:** This bank applies to Communication Research (CommRsch291) and other commissioned and non-commissioned members of the CF. **Purpose:** The purpose of this bank is to: ensure the military personnel are treated fairly and equally if required to be posted to CF Station Alert on a rotational basis, and use this information when posting military personnel to CFS Alert. **Retention and Disposal Standards:** All information is retained until such time as CFS Alert closes. Records are accessible by providing: surname and initials and SN. **TBS Registration:** 002856 **Bank Number:** DND PPE 871

Boards of Inquiry/Summary Investigations

Description: The bank contains a record of: the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. **Class of Individuals:** This bank applies to members of the CF. **Purpose:** The purpose of this bank is to record investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate: administration or functions of the CF, or any command, formation, base or other unit or element thereof, any matter connected with the government, discipline, or of any matter affecting any member of the CF. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which

appropriate remedial action may be taken. **Consistent Uses:** Summary Investigations or Boards of Inquiry into injuries or death may be accessed for purposes of making applications for disability pension under the Pension Act. Investigations into death of a CF member may be released to a legally designated family member who is in charge of the estate of the deceased member.

Retention and Disposal Standards: The files are retained for three calendar years. If the file contains an injury investigation then the file is held until the member is released from the CF and then transferred to National Archives of Canada or if the file contains a death investigation the file is held until all necessary administrative action has been completed and the file is then transferred to National Archives of Canada, and placed in data bank PAC PCE 716/PAC PCE 717. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: Military Occupation Code, name, rank, service number, and type and year of incident. **RDA Number:** 69/014 **TBS Registration:** 000201 **Bank Number:** DND PPE 832

Cadet Instructors Cadre Personal Information Bank

Description: The bank consists of individual personnel files, which contain personal information on officers of the Cadet Instructors Cadre (CIC). Contents include enrolment documentation, letters of reference, educational documentation, route letters, course reports, CIC Career Transaction Forms, pay authorization documents, Performance Evaluation Reports, medical and dental plan information, employment information and personal information documents containing service number, rank, surname, given names, addresses, telephone numbers, dates of birth, marital status, next of kin, military service, honours and awards, language capabilities, etc. **Class of Individuals:** This bank applies to officers of the Cadet Instructors Cadre (CIC). **Purpose:** These records are maintained for the purpose of preserving administrative details of a CIC officer's career. **Retention and Disposal Standards:** Individual records are normally retained by the individual's Regional Cadet Support Unit (RCSU) or, if employed within National Defence Headquarters (NDHQ), the Cadet Staff Establishment. Following the release of the CIC officer the unit holding the records will retain the file for a period of three years at which time the records are then forwarded to National Archives. Records are accessible by providing service number, surname and given names. **TBS Registration:** 004440 **Bank Number:** DND PPE 822

Canadian Forces Command and Staff College - Boards/Selection Processes

Description: This bank contains results of Boards convened and Selection Processes undertaken to consider the selection of officers to attend a staff college. Board reports may include lists of officers

selected and alternates plus proceedings, observations and findings. **Class of Individuals:** This bank applies to CF officers. **Purpose:** The purpose of this bank is to record the results of the Command and Staff College Selection process to determine suitable officers to attend Command and Staff Colleges. **Retention and Disposal Standards:** Records are retained for two years for statistical purposes, and then destroyed. Records are accessible by providing: full name, rank, Military Occupation Code, service number, also particulars of the board such as, year, location and name of the staff college. **Related to PR#:** DND CSA 520 **TBS Registration:** 000190 **Bank Number:** DND PPE 821

Canadian Forces Drug Testing Program

Description: This bank contains: results of laboratory tests conducted on urine specimens in support of the CF Mandatory Drug Testing Program, administrative details of all specimen collections, and career action on members who produced validated positive test results. **Class of Individuals:** This bank applies to members of the CF Regular and Reserves. **Purpose:** The purpose of this bank is to maintain test results (of the CF Drug Testing Program) for statistical purposes and for use as a basis to initiate: enforcement, other administrative measures as prescribed in CFAO 19-21. preventative education, rehabilitation, and/or treatment. **Consistent Uses:** Information on positive urine test results is retained by the Drug Testing Administration Cell for statistical purposes. It is shared in-house only with: career managers, medical/social councillors, military police, and the member's CO. It is the basis on which the CO institutes administrative career action in accordance with CFAO 19-21. **Retention and Disposal Standards:** Urine specimens are held at the testing laboratory for one year and all documentation is held for two years, unless otherwise directed by NDHQ, and then destroyed. The records are accessible by providing: full name, initials, and place of testing (Unit Identification Code), and service number and date. **Related to PR#:** DND PCA 630 **TBS Registration:** 003172 **Bank Number:** DND PPE 890

Canadian Forces Employment Equity Program

Description: The bank contains personal information (Protected B) on members which is collected by means of a self-identification survey. Respondents are asked on a voluntary basis to identify whether or not they are a member of a designated group (Aboriginal person, visible minority, woman, or person with disability). **Class of Individuals:** This bank applies to members of the Regular Force and Primary Reserves. **Purpose:** The purpose of this bank is to provide documentation for the implementation of employment equity in the CF falling under the Employment Equity Act, Part 1, Section 9. Data are collected to provide a comprehensive picture of members by designated

group status. **Consistent Uses:** The CF may collect data for statistical purposes. The information gathered will be used for institutional purposes in the CF Employment Equity program to: identify and eliminate employment barriers against persons in designated groups, and introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the CF, for policy and planning purposes related to employment equity. This information may only be disclosed in aggregate statistical form. However, if it is possible to identify an individual or individuals as a consequence of small numbers affected, those statistics shall not be disclosed. This information is used to: compile a personnel profile of members; and compare the situation of designated group members with non-designated group members within the CF. **Retention and Disposal Standards:** The data collected is maintained in perpetuity, in accordance with the Employment Equity Act. The actual forms are retained for five years. **RDA Number:** 69/014 **TBS Registration:** 003342 **Bank Number:** DND PPE 816

CF Member Personal Information File

Description: This bank contains documents obtained upon enrolment/transfer to the Regular Forces and correspondence and documents relating to an individual's career, such as the: post-enrolment/transfer date information such as change of name, proof of change of name, citizenship, date and province of birth, marital status on enrolment, dependants' language of instruction preference, sex and year of birth of dependent children, Change of Medical Category form CF 2088, career résumé, change of Reserve Service, Civil Convictions (except those for which pardons have been granted), consent to serve forms, course joining instructions, current statements of service, documentation regarding security/Personnel Reliability Program (PRP) clearance, previous service, Regional Social Work Officer reports, requests for compassionate posting, requests for special consideration, results of court marital, retirement option, regimental rebadging, Screenings for Overseas duty and/or Instructional/Recruiting duty, Statements of Understanding, uniform selection, educational certificates/reports of academic achievements, enrolment documents, release instructions and personal enquiries, remuster, leave preference at compulsory retirement age, letters of reference, notice of intended release, Personnel Selection Officer reports, messages, posting/temporary duty promotion; re-engagement (and career development plans), Administrative Review decisions and recommendations, Delegated Authority, Documentation related to removal of acting provisions status on re-enrolment, applications for programs, promotion recommendations and approvals and records of flying time. **Class of Individuals:** This bank applies to members of the Regular component of the CF. **Purpose:** The purpose of the electronic file is to

maintain a record of significant information regarding service members necessary to provide a support service to those engaged in personnel management or personnel administration of CF Regular Force personnel from enrolment to retirement. **Retention and Disposal Standards:** Records are retained for five years after release from the CF and then transferred to National Archives of Canada where they are placed in data bank PAC PCE 718. Records are retrievable by service number, name and date of birth. **RDA Number:** 69/014 **Related to PR#:** DND CSA 520 **TBS Registration:** 004249 **Bank Number:** DND PPE 818

Chaplain Service

Description: This bank contains the records of Chaplains in the CF as well as correspondence on subjects of interest and concern to them. **Class of Individuals:** This bank applies to chaplains in the CF. **Purpose:** The purpose of this bank is to be used as a guide to actions affecting Chaplains and their work. **Retention and Disposal Standards:** Records are destroyed after three years. Records are accessible by providing: full name, service number, rank, and denomination. **Related to PR#:** DND CGP 470; DND CRC 485 **TBS Registration:** 000176 **Bank Number:** DND PPE 807

Command and Staff Course Student Files

Description: The bank contains: a record of all formal interviews with the student, assessments and gradings of written and spoken assignments; assessments of performance during specific tutorial discussions; autobiographies; periodic overall performance assessments, and personal and administrative histories. **Class of Individuals:** This bank applies to: Officers of the CF, DND civilians, and visiting foreign and Allied Officers. **Purpose:** The purpose of this bank is to maintain a temporary file record of the observed performance of: CF officers, and visiting foreign, Allied officers who attend the yearly ten-month-long Command staff course. The bank is used to provide documented justification for the content of each student's formal course assessment. **Retention and Disposal Standards:** Records are destroyed after three years. Records are accessible by providing: full name, rank/title, and service number. **RDA Number:** 69/014 **Related to PR#:** DND RET 370 **TBS Registration:** 000211 **Bank Number:** DND PPE 843

Conflict of Interest and Post-Employment Code - Military

Description: This bank contains: Conflict of Interest Certification Documents; Confidential Reports of assets, liabilities, and participation in outside activities in accordance with DAOD 7021-1, Conflict of Interest Guidelines; assessments, analyses and correspondence about actual potential and apparent conflicts between a member's private interests or holdings and his or her

official duties and responsibilities; reports and correspondence about actual and potential offers of post-employment. **Class of Individuals:** This bank applies to members of the: CF regular, and Reserves on full-time paid service. **Purpose:** The purpose of this bank is to: enable designated officials to determine whether a CF member is in compliance with the conflict of interest compliance measures and whether a senior member or former senior member (as defined in DAOD 7021-2, Post Employment Guidelines) is in compliance with the post-employment compliance measures; maintain information required to implement the DAOD 7021 series; record actual, potential and apparent conflicts of interest and their resolution and/or any post-employment compliance action, and support decisions on administrative or disciplinary action if a conflict of interest exists. **Note:** This impacts on a current CF member's or DND employee's ability to deal with a former senior member. **Retention and Disposal Standards:** Records are retained by this department for the duration of employment plus two years, after which the records are destroyed. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: name, rank, and service number. **Related to PR#:** DND CSA 520 **TBS Registration:** 001966 **Bank Number:** DND PPE 864

Dental Records

Description: The bank contains assessments of dental fitness to perform duties as a serving regular member of the CF and records of active dental treatment. The data includes: comments and opinions, dental and medical histories, special dental and medical examinations, and tests. **Class of Individuals:** This bank applies to members of the CF. **Purpose:** Dental records are: used for ongoing planning and provision of required dental treatment throughout an individual's career, and may also be used for forensic identification during and following service in the CF. **Retention and Disposal Standards:** During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. One year after member's release from the CF, records are transferred to National Archives of Canada, where they are placed in data bank PAC PCE 721. Records are accessible by providing: date of birth, full name, rank, and service number. **RDA Number:** 69/014 **Related to PR#:** DND DSD 510 **TBS Registration:** 004317 **Bank Number:** DND PPE 811

Dependant Education Allowances

Description: This bank consists of one database containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. This information may include the: authorized benefits, name(s) and date(s) of birth of dependants, pertinent school years of benefit, posting location, and service

number and name of DND personnel/CF members.

Class of Individuals: This bank applies to: members of the CF, civilians employed by DND outside Canada, and teachers on loan of service from municipal school boards in Canada who are recipients of benefits.

Purpose: The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel serving inside/outside Canada. **Retention and Disposal**

Standards: Records are retained for 10 years and then destroyed. Records are accessible by providing: name, and service number. Dependant education benefits records are identified by: date(s) of birth, dependants name(s), name, and service number of the DND member. **RDA Number:** 69/014 **Related to PR#:** DND DEP 465 **TBS Registration:** 003267 **Bank Number:** DND PPE 876

Designation of Additional Dependants Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada

Description: This bank contains information on personal characteristics of the person for whom application is being made. **Class of Individuals:** This bank applies to: members of the CF, and dependants of members. **Purpose:** The purpose of this bank is to maintain a record of designation of additional CF dependants outside of Canada for hospital and medical coverage. **Retention and Disposal Standards:** Records are destroyed after two calendar years. Dependant records are identified by: the dependant's name, date of birth, name of serving member, relationship to the serving member, and the serving member's full name, service number, rank and Military Occupation Code. **Related to PR#:** DND CBD 450 **TBS Registration:** 000178 **Bank Number:** DND PPE 809

DND Defence Integrated Human Resource System - (DIHRS)

Description: This bank is a single, integrated human resource (HR) information management system, designed using the PeopleSoft™ HR software, that can be used by DND/CF members, employees and managers to support the regular, reserve and civilian components of the Department. DIHRS provides support to the following Military and Civilian HR processes: Assignment and Military Occupation Structure. Civilian Pay (pay & benefits/leave) maintains all data pertaining to the employee (such as address, employment situations, PRI, salary); Priority Management position clearance requests and work force adjusted employees, and Staffing: maintains staffing related data (competition number, process, and candidate information human resources planning); maintains and tracks data pertaining to employment equity target groups; and measures participation in special development programs, data relating to the Civilian Reduction Program (CRP), employment records

substitution availability, and Financial benefits and education benefits. Processes applicable to military and civilian maintains all kind of leave records as earned and used by employee; Position Management Process: position, section data, and Unit class, co-ordinates pertaining to the position, points, and the classification information such as class; and Personnel Administration: date and place of birth, dependants, duty location, educational level, engagement plan, former members of the Regular Force, marital status, medical category, military occupation, name, occupational qualifications, official languages updates (employee data, and Linguistics position), rank, religious denomination, security clearance (data related to employee security clearance level, and the security clearance of the position), service history for current, and service number. Serving Regular Force personnel may request individually from a local Enterprise User, a PRR, showing a resume of the data held on them. Similar but fewer data elements are maintained for all former and current Reserve Force members. Records of members released from the CF are not subject to amendments. **Purpose** The purpose of this transactional data bank is to provide and verify information for those engaged in the management or administration of DND/CF personnel, at all levels of the Department including: APMS, Automated Posting Message System supporting Career Managers, ARCIS, Automated Rank Change Instruction System supports generation of promotion messages, CFSS for Organizational Changes, Defence Integrated Human Resource System - Datamart, FIS, Financial Information System, Great West Dental, ITMIS - Individual Training Management Information System, MBSS, Merit Board Support System application used to assist the conduct of military merit boards, OL Official Languages Interface OPDP, Officers Professional Development Program tracking system, PASS, Personal Administration Support System, PWGSC, Public Works Government Services Canada, SNAMS, Service Number Access Management System, SUEP, Subsidized University Education Program, SWE - Salary Wage Envelope, Universal Classification System IM Support, **Consistent Uses:** The information in this bank is used to: update and confirm the holdings of common data on personnel, maintained by the Central Computation Pay System re-engineering (CCPSre), facilitate decision making on personnel matters, reply to requests for specific personnel data on a controlled basis, support the maintenance of common information such as qualifications, produce reports to managers in order to facilitate their decision making, and update Environmental Command Headquarters and Group Principle sub-Datamarts. The SIN is collected in accordance with the: Canada Elections Act for the provision of annual Statements of Ordinary Residence to members of Parliament, Canada Pension Plan Regulations, Income Tax Act, Unemployment Insurance Act for the purpose of managing and administering

members' pay. **Class of Individuals:** This bank applies to: former and current members of the CF (Regular and Reserve), and Civilian employees of DND. **Retention and Disposal Standards:** Records are retained for a period of five years after the last administrative action. Records are then destroyed. Records are accessible by providing: full name, and or service number, PRI or Enterprise Employee ID. **Related to PR#:** DND MSD 785 **TBS Registration:** 004155 **Bank Number:** DND PPE 805

Employee Safety

Description: This bank contains personal information regarding an individual's physical or sensory impairment. **Class of Individuals:** Employees of the institution. **Purpose:** This information is collected and maintained to provide CSE with the awareness of any additional safety requirements. **Consistent Uses:** The information is used to implement and provide additional safety procedures and products to aid persons with disabilities where warranted. **Retention and Disposal Standards:** To be retained for six months after the employee has left the institution. **TBS Registration:** 004438 **Bank Number:** DND PPE 819

Harassment

Description: This bank may contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. **Class of Individuals:** This bank applies to: CF members, employees of DND and other persons who work in the DND/CF workplace. **Purpose:** The purpose of this bank is to: record information necessary for dealing with complaints of harassment at the workplace; make decisions in specific instances on whether or not harassment is occurring, and when this is the case, to determine the appropriate action, including disciplinary actions, to be taken to address and resolve a harassment situation; support any subsequent administrative and/or disciplinary action taken with respect to the situation and the members, employees and other persons involved; provide access should the case result in a grievance, Canadian Human Rights Act complaint, or complaint to or request for an

investigation by the Public Service Commission of Canada, or any other form of complaint, inquiry, or legal proceeding; and compile statistical data. **Consistent Uses:** In support of the departmental goal of zero incidence of harassment, the findings and recommendations of any investigation of harassment may be disclosed to the complainant and the respondent. Any disciplinary and administrative action taken against the individual as a result of the findings may also be disclosed to the complainant. Such information must be retained as a separate record and not placed on the complainant's personnel record. When a disciplinary action results from an investigation, information may be transferred to the Conduct sheet for Military personnel and to the Discipline Bank for DND Civilian employees. The information in this bank may be used should the case result in a grievance, Canadian Human Rights Act complaint, complaint to the Public Service Commission of Canada, or any other form of complaint, inquiry, or legal proceeding where applicable, the information may be used in the compilation of statistical data. Investigation findings concerning respondent, in cases of founded complaints, and complainants, in cases of bad faith complaints, may be used for personnel selection purposes. **Retention and Disposal Standards:** Records are retained for five years after the last administrative action and may then be archived or destroyed with the consent of the National Archivist. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing the names of the complainant and respondent, case file number, or other information identifying the specific record, including the unit and location where the case was administered, the approximate date the case was administered, etc. **RDA Number:** 69/014 **TBS Registration:** 003005 **Bank Number:** DND PPE 875

Human Resource Research and Evaluation Information Data Bank

Description: This automated data bank contains: Data on selection tests; Information from applicants to the Canadian Forces on: Employment equity; Assessment Rating; Assessment Narrative; and Military Potential Score; and Data provided by personnel leaving the Canadian Forces who have completed the Attrition Information Questionnaire. **Class of Individuals:** This bank applies to: Applicants to the CF, and serving and former members of the CF. **Purpose:** The purpose of this automated data bank is to provide a database for human resource research and evaluation (i.e. occupational selection and program/policy development and evaluation) and occupational selection. **Consistent Uses:** The applicant number, service number or Social Insurance Number may be used to link or match information in this bank with (DND/PPE 805, DND Defence Integrated Human Resource System – (DIHRS) and bank PSE 918 (Employment Equity Program) for purposes consistent with both banks and with the

reasons for which the information was collected. Matched information may subsequently be held in either or both banks. **Retention and Disposal Standards:** CF 283 Applicant Assessment forms and DND 2158 Non-Commissioned Member Applicant Assessment forms are retained in hard copy until document image is transferred to microfiche or electronic format; and indefinitely on microfiche or electronic format. CF Selection Tests, CF Applicant Surveys and CF Attrition Information Questionnaire are held in hard copy until information is transferred to computer database; and automated data indefinitely. Automated data is retained indefinitely. Records are accessible by providing: SIN, Service Number, Surname, and enrolment year of application. **Related to PR#:** DND PDB 360 **TBS Registration:** 000184 **Bank Number:** DND PPE 815

Identification and Access Control Cards

Description: This bank contains: photographs, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI)(civilian), surname and given names date of birth and blood group (for CF members). The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by means of identification forms, correspondence and digital camera or scanned still photographs and is stored on an automated database. Records are accessible through the Director Access to Information and Privacy (DAIP) by providing SN/PRI and full name and date of birth. **Class of Individuals:** CF members, civilian employees of National Defence and Allied Forces personnel and their dependants serving in Canada. **Purpose:** The purpose of this bank is to maintain information relating to the issuance and cancellation of identification and access control cards. For safety and security reasons, the information is used to control access and egress to certain facilities, and to provide for the security of DND employees and property. **Consistent Uses:** Issuance of identification and access control cards. Information may be used to produce reports for statistical analysis. **Retention and Disposal Standards:** Information related to access and egress of DND facilities is collected solely for safety and security reasons and is retained for two years, and is then destroyed. Identification records of deceased individuals are destroyed two years from date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada. All other records are retained for five years after release from the Department and are then destroyed. **TBS Registration:** 003681 **Bank Number:** DND PPE 896

Insurance - Service Income Security Insurance Plan (SISIP)

Description: This bank contains applications for coverage under the Service Income Security Insurance Plan (SISIP) as well as for the General Officers Insurance Plan (GOIP) for: all Regular Force, and Class

C Reserve Force. The master policy is held by Maritime Life Assurance Company. The bank also contains: CF death notifications, and life claim forms submitted by claimants. **Class of Individuals:** This bank applies to current and former Regular Force and Class C Reserve Force members of the CF. **Purpose:** The purpose of this bank is to maintain: a file of past and present CF personnel who have applied for SISIP and GOIP coverage; and a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the CF who are SISIP participants. **Retention and Disposal Standards:** Records are destroyed seven calendar years after death or cancellation of coverage. Records are accessible by providing: date of birth, full name and service number. **Related to PR#:** DND CBD 450 **TBS Registration:** 000177 **Bank Number:** DND PPE 808

Judge Advocate General's Files/Service Estates

Description: This file contains: correspondence reflecting the names of estate beneficiaries, executors, court appointed administrators and legal counsel retained for estate administration purposes, financial records detailing monetary entitlements forming part of the military Service Estate; information pertaining to the disbursement of such monetary entitlements and personal effects, also forming part of the military Service Estate; subsequent correspondence between the Director of Estates and military units in relation to the collection, safeguarding and authorized shipment of the deceased's personal effects; correspondence between the Director of Estates and estate beneficiaries, executors, court appointed administrators and retained legal counsel reflecting the administrative process involved in distributing military Service Estates. **Class of Individuals:** This bank applies to deceased members of the Regular Force and Reserve Force, Class "B" or "C" on active service at the time of death. **Purpose:** The purpose of this bank is to document Service Estate administration in relation to members of the CF who were on active service at the time of death. **Retention and Disposal Standards:** The files are held until all necessary action has been taken by the Director of Estates and are then transferred to National Archives of Canada, where they are placed in data bank PAC PCE 716. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: date of death, full name, and service number. **RDA Number:** 69/014 **Related to PR#:** DND JAG 015 **TBS Registration:** 000220 **Bank Number:** DND PPE 856

La Relève Executive Feeder Group

Description: This bank is a single, integrated human resource (HR) database. Respondents voluntarily provide data on completed questionnaires which includes personnel data, work related data, official languages data, academic qualifications, professional accreditation, learning and development completed,

ten-year employment history, areas of expertise, scope of experience and career aspirations over the next ten-year period. **Class of Individuals:** This bank applies to civilians currently employed by DND. **Purpose:** The database was created to present the Deputy Minister's Human Resources Committee (DM HRC) with a demographic profile of the EX-minus 1, EX-minus 2 and EX-minus 3 communities in the Department of National Defence (DND). This questionnaire was designed to provide departmental management, the DM HRC, with information to describe this pool and put into place the requisite developmental initiatives to prepare candidates for anticipated EX vacancies. **Retention and Disposal Standards:** Records will be destroyed two-year after the last administrative action. **Related to PR#:** DND SGB 490 **TBS Registration:** 005114 **Bank Number:** DND PPE 861

Medical Professional Standards Register

Description: This bank contains: correspondence between Chief Health Services (CHS) and the professional licensing body, correspondence between various agencies of DND concerning professional standards, minutes of the medical professional standards considering these cases, notes concerning the CF Medical Service (CFMS) members about whom concerns for professional competence and behaviour has been raised. **Class of Individuals:** This bank applies to any or all CFMS personnel. **Purpose:** The purpose of this bank is to maintain information on CF Medical System Service personnel whose professional performance has been under consideration and the type of action that has been taken. The information will be made known only to those: individuals under review, and in the necessary chain of command for necessary action. **Retention and Disposal Standards:** The information will be retained for 5 years after the release from the Department and will then be destroyed. However where a change or complaint has been cleared, this information will be clearly attached to the specific case. Records are accessible by providing: name and initials, SN for CF members or SIN for civilian medical professionals. **RDA Number:** 69/014 **TBS Registration:** 003960 **Bank Number:** DND PPE 898

Medical Records

Description: This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of medical treatment, including those at CF Hospitals. In certain designated areas, isolated and semi-isolated units, the bank may contain records of medical treatment for dependants of serving members. The data may include: comments, medical histories, opinions, and special medical examinations, and tests. **Class of Individuals:** This bank applies to: members of the CF, and dependants of serving members. **Purpose:** The records serve as a reference source for medical treatment and career medical/administrative decisions.

Consistent Uses: Within the parameters of CF Medical Order 8-02, information concerning members of the CF and dependants covered under the Code of Service Discipline may be disclosed to the Commanding Officer, a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. **Retention and Disposal Standards:** Five years after a member's release, records are transferred to National Archives of Canada, where they are placed in data bank PAC PCE 717. These records remain under the control of DND for five years, any Privacy request should be forwarded to DND. Retention and disposal of dependant's medical records shall be in accordance with the Provincial Public Hospital Act where the medical documents were initiated. Retention and disposal of dependant medical records originating outside Canada shall be regulated by the Ontario Public Hospital Act. As explained in the previous block all request for information must be sent to DND five years after members date of release. Records of military members Records of military members are accessible by providing: CF Hospital with dates of admission and discharge, full name, Military Occupation Code, date of birth, service number, and date of release. Dependant medical records are identified by: name of serving member, the dependant's name, date of birth, the serving member's service number, and relationship to the serving member. **RDA Number:** 69/014 **Related to PR#:** DND SGB 490 **TBS Registration:** 004316 **Bank Number:** DND PPE 810

Mentor Program

Description: This bank contains personal information voluntarily given by mentors and proteges. It includes name, education, training, goals and personal opinions. It may also include resumes, work and experience histories, reviews and statistics of the mentoring program as well as individual reviews and updates of a mentor or protege. **Class of Individuals:** Employees of the institution. **Purpose:** This information is maintained to provide documentation for the planning, administration and operation of the mentor program. **Consistent Uses:** To register the participation of mentors and proteges. To plan, administer, report on and evaluate the mentor program. To develop and maintain a catalogue of available mentors and what they have to offer. **Retention and Disposal Standards:** These records will be destroyed six months after an employee has withdrawn from the program. **TBS Registration:** 000439 **Bank Number:** DND PPE 820

Merit Award Program

Description: This bank contains: minutes of meetings, personal data of nominees, regulations governing the Merit Award Program, rules, and statistics and employee employment records. **Class of Individuals:**

This bank applies to: military personnel, and civilian employees of DND. **Purpose:** The purpose of this bank is to administer DND Merit Award Program. The bank is used to process Merit Award nominations for consideration by Command or Group Merit Award Committees. **Consistent Uses:** Social insurance number and mailing address are required for: award

cheque requisitioning through the Department of Public Works and Government Services, and for income tax purposes by the Canada Custom and Revenue Agency, pursuant to the Income Tax Act. **Retention and Disposal Standards:** Records are destroyed after three calendar years. Records are accessible by providing: date of birth, date of nomination and/or award, full name, Military Occupation Code, and rank.

RDA Number: 69/014 **Related to PR#:** DND ESD 045 **TBS Registration:** 000195 **Bank Number:** DND PPE 826

Military Honours and Awards

Description: This bank contains: listings of personnel who have received military honours and awards, and certain limited military ceremonies concerning:

buildings, freedom of cities, Governor General, royalty, ships and related activities such as unit commemorative events. **Class of Individuals:** This bank applies to members of the CF and civilian

employees of DND. **Purpose:** The purpose of this bank is to establish and maintain a record of: certain limited Department of DND ceremonial activities, primarily of a military nature, and honours and awards accorded to members of the CF. **Retention and Disposal Standards:** Records are retained for five calendar

years and then transferred to National Archives of Canada where they are placed in data bank PAC PCE 716. Records are accessible by providing: date and event concerned, date of birth, full name, and rank and Military Occupation Code. **RDA Number:** 69/014

Related to PR#: DND DOC 420; DND DOC 445 **TBS Registration:** 000192 **Bank Number:** DND PPE 823

Military Personnel - Grievance File

Description: This bank constitutes a record of applications for: redress of grievances submitted, and the decisions made in respect of those grievances.

Class of Individuals: This bank applies to members of the CF. **Purpose:** The purpose of this bank is to record: applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant to the National Defence Act, and the decision made in respect of those grievances. **Consistent**

Uses: This information is used in investigation, by the CF, of complaints made, in accordance with the

Canadian Human Rights Act, by the same person who submitted the grievance, and relating to the same subject. **Retention and Disposal Standards:** The files are destroyed five years after last administrative action. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: Military Occupation Code, name, rank, service number, and year of grievance. **RDA Number:** 69/014 **TBS Registration:** 000200 **Bank Number:** DND PPE 831

Military Police Investigation Case Files

Description: This bank contains personal information on individuals who have been involved in an incident, including: criminal, criminal intelligence, security or service offences investigated by the Military Police. This bank also records the findings of authorized investigations. The bank consists of: telegrams containing investigative information, investigation and occurrence reports, written statements, photographs, record books, notebooks, documentary exhibits, related correspondence, index cards, lists of evidence, civil and military court documents. Persons are identified by: Service Number/Personal Record Identifier, Rank/Classification, surname, initials and date of birth. The report in which they are mentioned is identified by the: assigned file index number for the investigation, type of incident or offence, and date of its occurrence. Information in this bank may be held on paper copy, microfiche or electronic format. **Class of Individuals:** This bank applies to: members of the CF, civilian employees of DND, and members of the public involved in an incident on DND establishments. **Purpose:** This information is used to assist in the determination of whether a criminal or service offence has been committed and to provide the results of Military Police investigations to the appropriate authorities.

Consistent Uses: Information contained in Military Police Investigation Case Files may be used to support: other investigations, disciplinary measures, appeals, civil actions, pensions, service personnel administration, planning, postings, criminal injuries compensation, career review, research, security and reliability screening, eligibility for medical treatment, statistical purposes and evaluations, and suppression of crime. Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. **Retention and Disposal Standards:** The records in this bank held outside NDHQ are destroyed 2 years after last administrative or judicial use while records at NDHQ are transferred to National Archives after 5 calendar years. Some records may be retained for a longer period: if judged to be of archival value, or if deemed to be of historical value to the Department of DND. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: full surname and given names, location and

date, Service Number or Personal Records Identifier (not mandatory), and type of incident or offence. **RD Number:** 69/014 **Related to PR#:** DND MIS 085 **TBS Registration:** 000203 **Bank Number:** DND PPE 835

Military Postgraduate Student Records

Description: This bank contains basic personal and course-related information concerning officers undergoing postgraduate training at the Royal Military College of Canada, such as: Course: CLA request reference course start and end dates course title date assigned date thesis received FMS/WCN numbers (applicable to US military courses) name and location of institution program type Member's: military occupation code and description name and initials obligatory service completion date occupation speciality qualification code posting date and message rank service number target position in establishment Financial: estimated total cost file and course loading authorization (CLA) numbers financial planning code (GRC) training source category. **Class of Individuals:** This bank applies to officers of the CF and other students selected for postgraduate training at the Royal Military College of Canada. **Purpose:** The purpose of this bank is to: assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate qualifications, and maintain administrative records of officers and other students undergoing postgraduate training. **Retention and Disposal Standards:** Hard copy file records are contributed to personal information bank DND PPE 818 Career Manager Personal Files on completion of training. Computer records are retained indefinitely for statistical purposes. Records are accessible by providing: course title and program type, full name, Military Occupation Code, name and location of the institution where training was received, rank, and service number. **RD Number:** 69/014 **Related to PR#:** DND RET 370 **TBS Registration:** 003269 **Bank Number:** DND PPE 878

Minutes of Proceedings of Courts Martial

Description: The minutes of proceedings of a court martial and an accurate record of all: decisions, findings, pleadings, sentence of a court martial, and including all exhibits in the form of documents, and testimonies. **Class of Individuals:** This bank applies to: members of the CF, and other persons who are subject to the code of service discipline by virtue of section 60 of the National Defence Act. **Purpose:** These records are kept for purposes of research, administration and appeals to the Court Martial Appeal Court, and to the Supreme Court of Canada. **Retention and Disposal Standards:** Documents created after 1 Sep 99 are held by CMJ/CMA. Documents created earlier are retained by JAG/DMP. Records are never destroyed. Records are accessible by providing: surname and initials, year and place of

court martial and, when applicable, the rank of the accused. **RD Number:** 69/014 **Related to PR#:** DND JAG 035 **TBS Registration:** 000199 **Bank Number:** DND PPE 830

National Defence Fingerprint File

Description: The following information is held for identification: fingerprints; service number (SN); civilian PRI number; surname and given names; signature; sex; date and place of: birth, engagement and fingerprinting; occupation or trade; colour of hair and eyes; height; weight; complexion; scars, amputations, birthmarks, deformities and tattoos; previous registration by fingerprints as well as dates of all previous employment with the Canadian Forces, RCMP or Public Service. Records are accessible through Director Access to Information and Privacy (DAIP) Section by providing name, service number (SN)/civilian (PRI) number and, as proof of identity, one rolled fingerprint done in black ink. **Class of Individuals:** Members of the Canadian Forces: civilian employees of National Defence (note 1) and Allied Forces personnel serving in Canada. **Purpose:** This information bank is maintained purely for service considerations to provide an infallible means of identifying personnel who may have been victims of a serious injury, amnesia or death during times of war and peace. **Consistent Uses:** Used for identification purposes only. **Retention and Disposal Standards:** Records of Members of the CF, and civilian employees of DND are retained by the Department for five years from date of release, and then destroyed. Records of deceased individuals are destroyed two years from the date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada. Records are accessible by providing: as proof of identity, one rolled fingerprints done in black ink, name, and service number (SN) / civilian (PRI) number. **Note 1:** Civilian prints will normally only be taken under two conditions: when employed in a high risk area and the local commander dictates that prints will be submitted; and when deployed on a CF operation or in theatre. **RD Number:** 69/014 **TBS Registration:** 000170 **Bank Number:** DND PPE 801

Non-Public Fund (NPF) Employee Personnel Records

Description: This bank contains names, applications for employment of successful candidates, date of employment, unit of employment, career history, date of birth, employee's Social Insurance Number, sex, marital status, salary, record of pay adjustments, benefit plan information, pension information, employee evaluation reports, complaints from employees and commendation letters. The information both centralized and decentralized, is maintained in manual and electronic systems. **Class of Individuals:** This bank applies to Non-Public Fund employees in the Bases, Units and Wings of the CF and those employed directly by the Canadian Forces Personnel Support Agency. **Purpose:**

The purpose of this bank is to store employee information related to employment, benefits and pensions. **Consistent Uses:** Pursuant to the Income Tax Act, the Employment Insurance Act and the Pension and Benefits Standards Act (1985) documentation to support income tax deductions, pension deductions and entitlements, is provided to Canada Customs and Revenue Agency (Taxation).

Retention and Disposal Standards: Files are currently destroyed five calendar years after an employee terminates if there are no benefit or pension implications. Records where there are benefit implications are kept until resolution of the situation, while pension files are maintained until death of the pensioner or his survivor and are held for two years after the last administrative action. Records are obtainable by providing full name, Social Insurance Number, date of birth and location and period of employment. **RDA Number:** 69/014 **Related to PR#:** DND PSB 385 **TBS Registration:** 005115 **Bank Number:** DND PPE 865

Officer Boards for Academic Enhancement and Specialist Training Plans

Description: This bank contains the annual boards for Post Graduate Training and for: University Training Plan (Officers); Initial Baccalaureate Degree Programme (IBDP); and Military Medical, Legal, Dental, Pharmacy and Chaplain Training Plans (MPLANS). Each board may contain: any resulting postings, lists of the officers selected, letters of disposition to each applicant, Post Graduate Training Board lists for those found suitable, alternates and those not selected, proceedings, and findings, and selection criteria. **Class of Individuals:** This bank applies to officers of the CF who have made application for the training plans listed. **Purpose:** The purpose of this bank is to record the findings of the annual boards convened to determine suitable officers from those who have applied for each of the training plan. **Retention and Disposal Standards:** Records are retained for statistical purposes for three calendar years and then destroyed. Records are accessible by providing: full name Military Occupation Code, particular plan, rank, service number, and year of application.

RDA Number: 69/014 **Related to PR#:** DND CSA 520 **TBS Registration:** 002273 **Bank Number:** DND PPE 848

Pay Records File

Description: This bank enables the Central Computation Pay System (CCPS) and the Revised Pay System for the Reserves (RPSR) to determine and record pay entitlements and applicable deductions. The bank contains: acquittance roll payments, third party pay allotments, including documentation concerning compulsory payments, CPP and Employment Insurance (EI) contributions, deductions such as Income Tax, hospital and medical plan premiums and pension contributions and records of their pay and allowances

entitlements and attendance for the reserves. **Class of Individuals:** This bank applies to members of the CF (Regular and Reserve). **Purpose:** The purpose of this bank is to: record the individual pay records for members of the CF (Regular and Reserve services), administer the recovery of debts owed to the Crown by designated agents of DND, for statistical research information, gather, plan, implement and evaluate government personnel policies relating to pay and allowances. **Consistent Uses:** Pursuant to the Income Tax Act, Employment Insurance Act and Canada Pension Plan Act, documentation to support pay and deductions, including the social insurance number, is provided to: the Departments of Public Works and Government Services Canada and National Revenue (Taxation), and designated agents of DND (e.g. collection agencies, Department of Justice. **Retention and Disposal Standards:** The Master Pay Records for the regular force member were microfilmed on a regular basis and destroyed after 54 years. Since 1976, the records are kept on computer disk/tape and are computer readable. Records are accessible by providing: full name and service number. **Related to PR#:** DND FSB 765 **TBS Registration:** 003788 **Bank Number:** DND PPE 858

Pension File

Description: The bank contains: copies of vital statistics of serving CF members and their dependants, pension election forms, pension observations and correspondence concerning pensions, proof of prior service and payment information, division of pension information and information on deaths of former members and payment information on survivors. **Class of Individuals:** This bank applies to members of the CF and survivors. **Purpose:** The purpose of this file is to: determine superannuation benefits for members of the CF (Regular) upon release, and gather statistical research information for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. **Consistent Uses:** Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number, is provided to the: Department Public Works and Government Services Canada (DSS PCE 701, Superannuation Annuitant System Database) for the issue of pension cheques, and Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return. **Retention and Disposal Standards:** Records are retained by Director Accounts Processing, Pay and Pensions until the member is released, at which time they are forwarded to National Archives of Canada where they are placed in data bank PAC PCE 719. Records are accessible by providing: full name, and service number. **RDA Number:** 69/014 **Related to PR#:** DND FSB 765 **TBS Registration:** 000223 **Bank Number:** DND PPE 859

Performance Evaluation Report File

Description: This bank contains: Performance Evaluation Reports, course reports and letters of commendation and awards. **Retention and Disposal Standards:** Records are: retained for five years after the individual's release, and then transferred to National Archives of Canada where they are placed in data bank PAC PCE 720. **Purpose:** The purpose of this electronic bank is to: maintain a record of performance on the job and determine on a continuing basis the relative merit/suitability of members for: other management administrative decisions, promotion, release, retention, and training. **Class of Individuals:** This bank applies to: members of the Regular Force and members of the Reserve Force on Class C service. Records are accessible by providing: date of release if applicable, full name and service number. **RDA Number:** 69/014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000206 **Bank Number:** DND PPE 838

Personnel Files - Training

Description: The files contain: appearance, personal particulars, records of performance during the course, and records regarding personal behaviour. **Class of Individuals:** This bank applies to members of the CF. **Purpose:** The purpose of this bank is to maintain files on all personnel undergoing individual training at CF Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students. **Retention and Disposal Standards:** Records are destroyed after two years as the information is incorporated into a formal course report which is retained in the member's performance evaluation report files (DND PPE 838) for the duration of the individual's career. Schools maintain these files for one year and then forward the files to the regional office of the National Archives of Canada where they are held for one year. Exceptions to this are the files of officer candidates at CF Leadership and Recruit School, Saint-Jean, where the files are maintained for eight months and then forwarded to the regional office of the National Archives of Canada where they are held for three years in data bank PAC PCE 716. Records are accessible by providing: course attended, full name, Military Occupation Code, rank, school where course was taken, and service number. **RDA Number:** 69/014 **Related to PR#:** DND RET 370 **TBS Registration:** 000210 **Bank Number:** DND PPE 842

Personnel Security Investigation File

Description: This bank contains personal data, such as: credit check reports, criminal records, investigative reports, notations of the level of security clearance, related correspondence, reliability status granted, Security Clearance Review Board documentation, Security Intelligence Review committee appeals, and security/reliability analyses. Details of CSIS investigations are maintained in a CSIS bank. This bank

contains personal information about the individual: his or her immediate family, the names and comments of: past employers, and character references, possibly the names and activities of associates with whom the individual would have contact. **Class of Individuals:** This bank applies to: Perspective, current and former members of the CF, civilian employees of DND, or personnel who are on a personal services contract with DND. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check. **Purpose:** The purpose of this bank, in accordance with the Government Security Policy, is to maintain personal information held on individuals who are or have been the subject of security screening procedures in relation to pre-employment/employment with the CF/DND. For those individuals who necessitate a security clearance, information has been obtained to support decisions taken to assess an individual's loyalty and reliability as it pertains to loyalty to Canada. Additionally, for those individuals who were reliability screened, information in support of these assessments is held on file. A reliability check is required as a condition of employment in the CF/DND and is required to assess the honesty, trustworthiness and discretion of an individual when given access to: sensitive information or government assets, access to valuables, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS band. **Consistent Uses:** Information may also be used in other lawful investigations. Personnel security screening information may be requested from or transferred to other Government agencies/departments upon request from respective Departmental Security Offices for employment purposes. **Retention and Disposal Standards:** All security clearance records of personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All reliability-screening records for enrolled or employed personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All reliability-screening records for personnel only processed for a reliability screening and were not employed are retained for a minimum period of two years. Individuals wishing to access information should through the Director Access to Information and Privacy (DAIP) section include within their request their: date of birth, given names, and surname. Those individuals who were released/left the CF/DND prior to 1992 should also provide their Social Insurance Number (SIN). To assist in expediting the processing of their request, applicants should identify the specific information desired. **TBS Registration:** 004010 **Bank Number:** DND PPE 834

Personnel Selection Officer (PSO) Training Files

Description: This bank contains academic qualifications, biographical data, letters of appreciation, posting and promotion messages, records of special employment or experience and reports on: courses, in- and out-service speciality training, on-job-training, post-graduate courses, professional development courses.

Class of Individuals: This bank applies to Personnel Selection Officers of the Regular and Reserve Forces.

Purpose: The purpose of this bank is to select individuals for appropriate training and professional development as well as selecting qualified individuals to be employed as instructors or supervisors. **Retention and Disposal Standards:** Information is retained until the individual reaches compulsory retirement age or the rank of Colonel at which time the records are destroyed. Records are accessible by: name, rank, and service number. **RDA Number:** 69/014 **Related to PR#:** DND CSA 520 **TBS Registration:** 003268 **Bank Number:** DND PPE 877

Provision of Legal Aid to Members of the Canadian Forces

Description: The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the persons seeking legal advice. **Class of Individuals:** This bank applies to: members of the CF, members of other armed forces attached or seconded to the CF, dependants of CF members serving outside Canada, and members of the civilian component of the CF and their dependants serving outside Canada. **Purpose:** The purpose of this bank is to document the provision of personal legal advice by legal officers of the CF to individuals identified in the application block. **Retention and Disposal Standards:** The files are destroyed after two years. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: full name, location of the interview, and service number. **Related to PR#:** DND JAG 015 **TBS Registration:** 000221 **Bank Number:** DND PPE 857

Provision of Legal Counsel at Public Expense

Description: This bank contains information concerning applications by military personnel and civilian employees of DND who apply for the provision of legal counsel at public expense under the Treasury Board Policy on the Indemnification of and Legal Assistance to Crown Servants. **Class of Individuals:** This bank applies to: CF members, and civilian employees of DND. **Purpose:** The purpose of this bank is to document applications for the provision of legal counsel at public expense for servants who have acted within the scope of their duties and have met reasonable departmental expectations. **Retention and Disposal Standards:** Records are retained for six

calendar years from when the file is closed. Files are transferred to National Archives of Canada where they are placed in data bank PAC PCE 716. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: full name; SN/PR1, and DOB. **RDA Number:** 69/014 **TBS Registration:** 003982 **Bank Number:** DND PPE 897

Requests from and Disclosures to Investigative Bodies

Description: This bank maintains a record of all: requests submitted by investigative bodies as listed in Schedule II of the Privacy Regulations, to the Department of National Defence, under section 8(2)(e) of the Privacy Act, and replies to such requests and information related to their processing. **Class of Individuals:** This bank applies to: members of the CF, and civilian employees of DND. **Purpose:** The purpose of this bank is to maintain a record that provides the statistics required to report on the number of requests received annually under section 8(2)(e) of the Privacy Act to the Privacy Commissioner. **Consistent Uses:** Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. **Retention and Disposal Standards:** Information is destroyed two years after date of last correspondence. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: classification, or Military Occupation Code, if applicable, full name, and rank. **Related to PR#:** DND PCA 610 **TBS Registration:** 000218 **Bank Number:** DND PPE 854

Sea, Army and Air Cadet Personnel Files

Description: This bank contains: form CF 1158 - Application for Membership in the Canadian Cadet Organizations, form CF 51 - Application and Approval - Cadet Activities (Employment - Course - Exchange), form CF 910 - CF Statement of Medical Fitness Cadet Applicant, (discontinued - content included in form CF 1158) form CF 1364 - Sea/Army/Air Cadet Course Report, records of appointment, promotion, pay, training programs qualification courses and cadets activities (employment, courses, exchanges). The above forms are contained in and records are kept on CF 1398 - Certificate of Service - for Royal Canadian Sea Cadets; DND 1888 - Record of Service - for Royal Canadian Army Cadets; and CF 1322 - Record of Service and DND 1964 - Cadet Information Sheet - for Royal Canadian Air Cadets. **Class of Individuals:** This bank applies to the members of the Sea, Army and Air Cadets. **Purpose:** The purpose of this bank is to: maintain information on members of the Sea, Army and Air Cadets of the Canadian Cadet Organization as defined in Queen's Regulations and Orders for the Canadian Cadet Organizations (QR (Cadets)), from the application date until the cadet leaves the Organization.

Consistent Uses: The personnel file is used for the cadet's progression within the organization. Social insurance number is required for pay and income tax reporting purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act, when a cadet is employed as staff cadet. **Retention and Disposal Standards:** When a cadet leaves the organization, any empty blocks on the Record of Service (CF 1398, DND 1888, or CF 1322) are completed or struck off and the Record of Service is signed by the Commanding Officer. The complete Record of Service is then photocopied and the photocopy is retained indefinitely at the corps/squadron. The Record of Service and all documents included therein are given to the cadet. Records are accessible by providing: full name, date of birth, service number, and number, title and location of Corps or Squadron. **RDA Number:** 69/014 **Related to PR#:** DND RCS 340 **TBS Registration:** 000207 **Bank Number:** DND PPE 839

Selection Boards for the In-Service Commissioning Plans

Description: This bank contains the selection boards for the following officer production plans: Commissioning From the Ranks Plan (CFRP); Officer Candidate Training Plan Military (OCTPM); Special Commissioning Plan (SCP); the Special Requirements Commissioning Plan, (SRCP) starting in 1986; and University Training Plan Non-Commissioned Members (UTPNM). Each contains copies of the Board's proceedings, findings and notifications to candidates for the preceding year. **Class of Individuals:** This bank applies to Non-Commissioned Members of the CF who: have applied for UTPNM, SCP or OCTPM; have been nominated for CFRP, or have been selected for SRCP. **Purpose:** The purpose of this bank is to record the results of the boards convened to select Non-Commissioned Members to be commissioned under the listed plans. **Retention and Disposal Standards:** The candidate's selection/non-selection documentation is destroyed after two years as copies are retained in DND PPE 818. Board reports are retained for 10 years for statistical purposes, and then destroyed. Records are accessible by providing: full name, service number, rank, Military Occupation Code (at the time), specific plan and year of application, nomination or selection, and year of request. **RDA Number:** 69/014 **Related to PR#:** DND CSA 520 **TBS Registration:** 002272 **Bank Number:** DND PPE 847

Selection Board and Supplementary Selection Board Results

Description: There are three sources of information in this bank: Selection Board Reports, Selection Listings for Promotion and Terms of Service (TOS), and Supplementary Selection Board Results. Selection Board Report: includes information in the form of: findings and recommendations, and scoring criteria for promotion and terms of service. Selection Listing for

promotion and TOS includes information on each eligible individual: TOS Selection List includes: Service number, surname and initials, UIC URS, element TOS score/standing, MOC. Promotion Selection List includes: promotion position, rank, service number, surname, and initials, MOC, Second Official Language Profile and UIC. Supplementary Selection Board: includes: comparison scoring between randomly selected files, information in the form of scoring criteria duplicated from the applicable original Selection Board, and that of member(s) eligible for Supplementary Board review. Information on the President and Members of a given Selection Board such as: approving authority signature, date the Personnel Board Report was prepared and signed by convening members, service numbers, surnames, and initials. Annexes to this source include personal information regarding: selection list reduction report if applicable, non-promotability, non-suitability for terms of service, and Personnel Evaluation Report discrepancies. Findings are in the form of promotability, and suitability for terms of service. **Class of Individuals:** This bank applies to members of the CF (Regular Forces Personnel). **Purpose:** The purpose of this bank is to: record Selection Listings, and information contained within the Personnel Board Report resulting from the deliberations of a convened Selection Board. The Selection Boards are convened to establish a Promotion Listing and a Terms of Service Listing. Supplementary Boards are ordered to ascertain promotability and suitability for Terms of Service in specific cases. Information resulting from the convened Selection Boards/Supplementary Boards is used for: attendance on courses, and to determine suitability for employment, conversion of terms of service, and promotion selection. **Retention and Disposal Standards:** IAW Authority document "Records Scheduling and Disposal Manual" A-AD-D11-001/AG-001 Annex A Personnel - CF Boards - Selection: Selection Listings, Personnel Board Reports, and Supplementary Board Results, are retained for a period of 10 years. These and future records will be retained for a period of 10 years in microfiche, hard copy, or electronic format for statistical and promotional purposes and will then be destroyed. Records are accessible by providing name, initials, and rank, MOC, SN, and year of board. DND CSA 530 **TBS Registration:** 004049 **Bank Number:** DND PPE 899

Service Prison and Detention Barrack Records

Description: This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administrative and control purposes during the incarceration of a person serving a sentence. Included among these records are those entries which concern: admission, discharge, discipline, maintenance of personal property, and sentence remission. **Class of Individuals:** This bank applies to individuals who are or

have been incarcerated in military service prisons and detention barracks. **Purpose:** The purpose of this bank is to: assist in the calculation of, the decision-making process respecting, the number of days remission earned by an inmate, control the administrative and legal documents respecting an individual's incarceration, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, and record any disciplinary measures taken. **Retention and Disposal Standards:** Documents in this information bank are destroyed two years following their last administrative use. Records are accessible by providing: dates of incarceration, detention identification number, name, place, and service number. **TBS Registration:** 001765 **Bank Number:** DND PPE 863

Social Work Services

Description: This bank records professional social work information on clients seen by social work officers. **Class of Individuals:** This bank applies to members of the CF and members of their immediate families. **Purpose:** The purpose of this bank is to assist the social work officer in professional treatment and case management. **Consistent Uses:** Within the parameters of CF Medical Order 8-02, information concerning members of the CF and dependants covered under the Code of Service Discipline may be disclosed to: a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, as required for use in judicial proceedings, Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, Provincial and Municipal Authorities according to existing statutes, and the Commanding Officer. **Retention and Disposal Standards:** Files are destroyed five calendar years after the case is closed. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: interviewer (if possible), member's full name, Military Occupation Code, place and date of interview(s), rank, and service number. **RDA Number:** 69/014 **Related to PR#:** DND PSB 405 **TBS Registration:** 000181 **Bank Number:** DND PPE 812

Squadron Personal File - Officer Cadets

Description: The Squadron Personal File contains: reports of academic and military training; achievements; awards; counselling sessions; notes from academic advisors; and administrative and disciplinary decisions. **Class of Individuals:** This bank applies to officer cadets attending the Royal Military College. **Purpose:** The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending the Royal Military College. Files are used on a daily basis by Squadron Commanders and cover approximately 1000 members on a continuous basis. **Retention and Disposal Standards:** After

graduation, records are maintained at the college for five years and then destroyed. Ex student Royal Military College files are accessible by providing the: full name, service number and/or college number, and year(s) in attendance at the Royal Military College. Student number and the year of departure are essential when requesting files. Student Files are accessible upon proper identification while the student is in attendance. **Related to PR#:** DND RET 370 **TBS Registration:** 000213 **Bank Number:** DND PPE 845

Suggestion Award Program

Description: This bank contains: documents on the administration of suggestions, minutes of meetings, personal information from individuals and statistical data, regulations governing the Suggestion Award Program, and rules. **Class of Individuals:** This bank applies to: members of the CF, and civilian employees of DND. **Purpose:** The purpose and use of this bank is to administer DND Suggestion Award Program. **Consistent Uses:** Social insurance number and mailing address are required for award cheque requisitioning through the Department of Public Works and Government Services Canada, and for income tax purposes by the Canada Customs and Revenue Agency, pursuant to the Income Tax Act. **Retention and Disposal Standards:** Suggestion that are accepted which results in awards under \$1000 are destroyed after three calendar years. Suggestions that are accepted which results in awards \$1000 or over are destroyed after five calendar years. Suggestions that have been declined for adoption will be protected for a twelve-month period and will be destroyed after three calendar years. Records are accessible by providing: date of suggestion and/or award, file number or subject of suggestion, full name, and originating Command or Base Suggestion Award Committee. **RDA Number:** 69/014 **Related to PR#:** DND ESD 045 **TBS Registration:** 000194 **Bank Number:** DND PPE 825

Unit Military Personnel Bank

Description: This bank contains: birth certificates, course reports, conduct sheets, divorce orders (nisi and absolute), enrolment documents, general employment information, marriage certificates, Physical Fitness Evaluation Envelopes, separation agreements, Statements of Ordinary Residence, and Unit Employment Records (UER). It may contain: documentation concerning compulsory payments, Personnel Evaluation and Reports on Reservists. Records which have not been superseded and which have been relevant to personnel management are retained for the duration of the member's career. Other records are purged. **Class of Individuals:** This bank applies to: serving members of the CF; and serving members of the Reserve Force. **Purpose:** The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release. Information for this bank is used to compile

nominal rolls of personnel on strength at Units.

Consistent Uses: Pursuant to the Canada Elections Act, lists of CF electors and their dependant electors (including their social insurance numbers) are compiled from the Statement of Ordinary Residence form. The Act requires that the lists be sent to the Chief Electoral Officer following the issue of the writs ordering a general election. Nominal rolls are produced from information held in this Bank at each Unit. **Retention and**

Disposal Standards: Once a member is released from the Regular Force, this bank is amalgamated in electronic format into the "CF Member Personal Information Files" (Info Bank DND PPE 818). Records are transferred to National Archives of Canada for members of the CF – Regular Force five years after release and for the CF- Reserve Force three years after release. Records are then placed in data bank PAC PCE 716. Records are accessible by providing: full name, rank, service number, and Unit. **RDA Number:** 69/014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000204 **Bank Number:** DND PPE 836

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Employees of the National Film Board of Canada

Description: This file contains medical histories, special medical examinations, tests, clinical opinions and reports. It can also contain notes from doctors and nurses and tests results that were -done in the workplace or outside the National Film Board. It can also have medical certificates with name or illness or diagnosis and information given by the employee or his/her doctor. **Class of Individuals:** Current or former National Film Board employees. **Purpose:** To permit a medical follow-up to the employee and in matters of work related accidents. **Consistent Uses:** The medical file was kept for the purposes of the employee Health Unit and was on no account used to determine employability. The information it contains is never transmitted to any other organization or employer.

Retention and Disposal Standards: Since the closing of the Health Unit of the National Film Board in March 1998, the employee's medical files are kept by the NFB Archives Section. The files will be destroyed in 2003, unless they are individually claimed by the employee prior to this date. **TBS Registration:** 004256 **Bank Number:** NFB PPE 005

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The National Library's employee information banks are the same as those for National Archives of Canada (Chapter 86).

National Parole Board

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Employee reliability checks

Description: This bank contains information gathered by the National Parole Board in conducting reliability checks on individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract in accordance with the security policy of the federal government. The bank includes verification data of educational and professional qualifications, employment, credit, criminal record and other personal information. The information is used to confirm the identity and determine the reliability of these individuals. **Class of Individuals:** Individuals working or applying for work with the National Parole Board by

way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to confirm an individual's identity and to determine whether that individual can be trusted to carry out tasks honestly and reliably.

Consistent Uses: The information is used to support decisions on transfers, promotions, discipline and termination of employment. **Retention and Disposal**

Standards: The information in this bank is destroyed two years after it was last used for an administrative purpose. **RDA Number:** 86/001 **Related to PR#:** NPB NPB 005 **TBS Registration:** 002100 **Bank Number:** NPB PPE 801

Harassment

Description: This bank contains information related to

harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents, records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Records. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. **Class of Individuals:** Employees of the National Parole Board and other persons working for the public service. **Purpose:** The purpose of this bank is to record information necessary for dealing with harassment complaints, to make decisions in specific instances on whether or not harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to deal with a harassment situation. **Consistent Uses:** To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the respondent. Any corrective or disciplinary action taken as a result of a founded complaint may be disclosed to the complainant. Generic information about non-identifiable individuals may be used to analyze trends and share information with persons working in the prevention and resolution of

harassment. **Retention and Disposal Standards:** Records are destroyed five years after the most recent administrative activity in relation to an individual case. **Bank Number:** NPB PPE 805

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Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal**

Standards: Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed. **RDA Number:** 98/005 **TBS Registration:** 000959 **Bank Number:** NRC PPE 801

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history, career aspirations, and training and development, which is collected by interviews or compiled from employees' files or automated data systems. Respondents are asked to complete a Voluntary Self-Identification form and identify themselves as male or female, Aboriginal Persons, Persons with Disabilities or members of a Visible Minority. An employee number may be used to

identify employees when these identifiers are required to locate employee records. **Class of Individuals:** Employees of the National Research Council. **Purpose:** This bank provides documentation for the implementation of the employment equity program. Data is collected to provide a comprehensive picture of employees by designated group status (e.g., women, Aboriginal Peoples, Persons with Disabilities, and members of Visible Minority Groups). This information is used to compare the relative situation of designated group members with non-designated group members within the Council and with their counterparts in the general labour market. **Consistent Uses:** The information gathered will be used for reporting and administrative purposes in the delivery of NRC's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the National Research Council. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** Five years after the Audit of the program by the Canadian Human Rights Commission or ten years after the period covered by the institution's Employment Equity Plan to which the records relate. **RDA Number:** 98/005 **TBS Registration:** 002202 **Bank Number:** NRC PPE 802

Equipment Loan

Description: This bank contains information loans of material. **Class of Individuals:** Researchers, contractors, staff. **Purpose:** The bank provides a record of the loans made to researchers, contractors and staff. **Retention and Disposal Standards:** Records are retained for one year after the return or disposal of equipment. **RDA Number:** 99/003 **TBS Registration:** 005318 **Bank Number:** NRC PPE 806

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Employees of the National Research Council. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the National Research Council, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and termination during the Initial Term Appointment period. **Consistent Uses:** The information is also used to support decisions regarding promotions, transfers, demotions, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** Records are retained for five years, after which they are destroyed. **RDA Number:** 98/005 **TBS Registration:** 002201 **Bank Number:** NRC PPE 803

Scientific Integrity – Investigations

Description: This bank contains information on investigations of alleged scientific misconduct by NRC employees; interview notes, testimony by witnesses; legal opinions, investigation notes of possible misconduct and analysis reports of these investigations; correspondence; reference documents; minutes of the meetings of the investigation committee. **Class of Individuals:** Employees of the National Research Council. **Purpose:** The purpose of this bank is to maintain information used in determining the need for and the nature of disciplinary action in the event of scientific misconduct. These records are also kept for purposes of appeal or other proceedings. **Consistent Uses:** To support decisions on disciplinary actions which may arise as a result of an investigation. **Retention and Disposal Standards:** Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed. **RDA Number:** 86/001 **TBS Registration:** 003699 **Bank Number:** NRC PPE 805

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex and education levels. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of the National Research Council. **Purpose:** The bank provides a record of the information used in staffing positions within the National Research Council. **Consistent Uses:** This bank may also be used in the selection of candidates for the Council's Secondment Program. **Retention and Disposal Standards:** Records are retained for two years following expiry of the eligibility list or after last administrative action, after which they are destroyed. **RDA Number:** 98/005 **Related to PR#:** NRC PAS 745 **TBS Registration:** 002438 **Bank Number:** NRC PPE 804

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Assignments Program – (CLOSED)

Description: This bank contains personal information on applicants to the Program, on types of assignments offered, and on performance of assignees. **Class of**

Individuals: The information relates to current Public Service employees who have registered in the Program.

Purpose: The purpose of this bank is to collect and maintain records on employees who have applied to the Program and match the requests from managers to fill positions through the Program. **Consistent Uses:** The records are used to match requests from employees for an assignment with requests from managers to fill vacancies. **Retention and Disposal Standards:** Files are destroyed three years after the end of the assignment. Contact: Chief, Corporate Staffing Section, CSS-HRB. **Related to PR#:** NRCan CSS 790 **TBS**

Registration: 003309 **Bank Number:** NRCan PPE 811

CANMET Management Information System (CLOSED)

Description: Name, Employee Number, office location, telephone number, names of branches where previously employed within the Sector, conferences and foreign travel undertaken, assets in the custody of employees.

Class of Individuals: Employees of the Mineral and Metals Sector. **Purpose:** To record assets such as computers and equipment in the custody of employees.

Consistent Uses: To provide Sector management with reports on to readily identify location of Sector assets. Access to the database will be restricted by the use of passwords. **Retention and Disposal Standards:** Two years following the last administrative use. Contact:

Director, Informatics, Policy, Planning and Services Branch, METS. **Related to PR#:** NRCan DEX 007 **TBS Registration:** 003370 **Bank Number:** NRCan PPE 807

Crown-owned Living Accommodation

Description: Information relating to employees who occupy Crown-owned housing in remote northern areas including names, occupations, family status, number of children and employee classification and salary. Also contains the amount of rental and the dates of occupancy. **Class of Individuals:** Departmental employees. **Purpose:** The data are used to administer accommodation requirements and the collection of rental deductions. **Consistent Uses:** Linked to Department of Public Works PWC PPU 020. **Retention and Disposal Standards:** Individual files are retained for two years after the occupants vacate the premises. Contact: Director, Business Management Division, CSS-RPESB. **RDA Number:** 86/001 **Related to PR#:** NRCan CSS 730 **TBS Registration:** 000408 **Bank Number:** NRCan PPE 802

Departmental Computer-Assisted Facilities Management System (Closed)

Description: Information relating to the space occupied by employee including name, PRI, status, responsibility center, level, job title, building, room number, telephone number. **Class of Individuals:** Departmental employees. **Purpose:** The data are used to manage accommodation and forecast space usage by category of employee. **Consistent Uses:** All employee data will be derived by upload from PeopleSoft. **Retention and Disposal Standards:** The retention and disposal periods are to be approved by the National Archives of Canada. Contact: Director, Strategic Planning, CSS-RPESB. **Related to PR#:** NRCan CSS 790 **TBS Registration:** 003332 **Bank Number:** NRCan PPE 813

Departmental Credit Card Holder Master File

Description: This bank within the departmental financial system contains information relating to employees of the department who are custodians of a government acquisition card eg. Mastercard, Visa, etc. The information gathered by employee is Credit Card Account Number, Card Holder's name and their Personal Record Identifier Number(PRI). This data bank is then used by cardholders to record and reconcile purchases they've made for the department using their acquisition card. As a safeguard, the PRI is used as the employee's account number in lieu of the credit card number for data input and access. The PRI number is not displayed, printed or distributed for any other use. **Class of Individuals:** Authorized employees of the department. **Purpose:** To ensure that the correct acquisition card accounts are charged for purchases made by employees on behalf of the department. **Consistent Uses:** The information is used to account for, and report on, departmental expenditures from acquisition cards. This includes preparation of the Public Accounts, responding to audit, parliamentary, ATIP and Internal inquiries and preparation of

expenditure reports. In the event of fraud, some information may be requested and released to investigating authorities. **Retention and Disposal Standards:** Records are retained for a period of 6 years. Contact: Manager, Financial Systems and Training, CSS-FMB **TBS Registration:** 003657 **Bank Number:** NRCan PPE 817

Departmental Human Resource Information System

Description: This data base contains the following information: sector, branch, name, sex, first official language, date of birth, classification, salary and employment location. It is an automated human resources management system that contains information on the management of positions and classification decisions, the administration of the workforce including the tracking of assignments, priority management, training, conflict of interest, exclusion and designation, awards and recognition, official languages, employment equity, compensation and leave. **Class of Individuals:** All employees of Natural Resources Canada and others under programs supported by the department (i.e. Emeritus, Visiting Fellowship, Youth internship). **Purpose:** Management of human resources within Natural Resources Canada as described above under description. **Consistent Uses:** Access to the system is strictly controlled and password protected through a user log on validation process. Access is only given to those persons on a need to know basis and only for the performance of their duties. **Retention and Disposal Standards:** The data is maintained and updated on an ongoing basis. A backup of the data is made daily and a monthly basis it is stored for one year but can be accessed at any time. Contact: PeopleSoft Project Leader, CSS-HRB **Related to PR#:** NRCan CSS 765 **TBS Registration:** 003647 **Bank Number:** NRCan PPE 815

Directory of People and Services.

Description: This bank consists of information about the organization and employees of the Department. It includes the employee's name, Personal Record Identifier, office location, telephone number, organization and the services provided by the employee. **Class of Individuals:** Departmental employees. **Purpose:** The data is used to produce the hard-copy Directory of People and Services and will provide on-line lookup. The Personal Record Identifier (PRI) will not be displayed in the on-line lookup facility for the Directory or in the printed Directory. This databank is also intended to be a central repository of identical tombstone data required by other internal administrative systems. **Consistent Uses:** Identical tombstone information required by other administrative systems (such as Parking) will reside in this personal information bank in order to eliminate duplicate entries. Access to the different administrative banks will be restricted by the use of passwords and other security measures. **Retention and Disposal Standards:** Two years

following the last administrative use. Contact: Chief, Telecommunications Services, CSS-IMB. **Related to PR#:** NRCan CSS 770 **TBS Registration:** 003344 **Bank Number:** NRCan PPE 806

Employee Medical Referrals

Description: This bank contains notice of mandatory referral, correspondence relating to medical problems, medical assessment regarding employee's capability to work or limitations. **Class of Individuals:** The information relates to current and former departmental employees for whom a medical assessment was required. **Purpose:** The purpose of this bank is to collect and maintain information relating to the assessment of employee's capability to work.

Consistent Uses: The records are used to assess employee's capability to perform duties; to authorize leave and benefits; to monitor the health of employees who are subject to certain occupational risks.

Retention and Disposal Standards: Records are retained for a period of two years after the last administrative use. Contact: Director, HR Services, CSS-HRB. **Related to PR#:** NRCan CSS 765 **TBS Registration:** 003308 **Bank Number:** NRCan PPE 810

Garnishment of Salaries and Other Remuneration

Description: This bank contains information relating to garnishment of salaries and other remuneration in accordance with the Garnishment, Attachment and Pension Diversion Act. Documentation includes notice of intention to garnishee, garnishee summons, and other related correspondence. **Class of Individuals:** Departmental employees and contractors engaged by the Department as individuals, under contracts for services only, against whom garnishment proceedings have been taken. **Purpose:** The purpose of this bank is to provide documentation to enable execution of orders of garnishment for the administration of pay and benefits within the Department. **Consistent Uses:** Garnishment procedures require the disclosure of information to the registrar of the provincial court and the sheriff of the county where the proceedings commenced, as well as to the Department of Justice in its capacity as designated agent of the Crown. Within the Department of Natural Resources Canada, a complete file is held by the Compensation and Benefits Advisor while a copy of all necessary financial information is held by the Financial Services Office.

Retention and Disposal Standards: Files are destroyed six fiscal years after the final garnishment payment or after all administrative action is complete. Contact: Compensation and Benefits, CSS-HRB. **Related to PR#:** NRCan CSS 765 **TBS Registration:** 002313 **Bank Number:** NRCan PPE 803

Passports and Visas

Description: This bank is maintained by the Passport Office, Departmental Services and is used to administer departmental requests for passports and visas. The

bank contains the passport application form, date of birth, sex, marital status and other personal information including special passport numbers, visa numbers, history of official trips taken, etc. Files containing copies are held by the originating organizations in the Department. **Class of Individuals:** Departmental employees, exempt staff and some consultants working for the Department who require special or diplomatic passports and visas. **Purpose:** The information is used to process requests for passports and visas for employees, exempt staff, delegations travelling to foreign countries and for some consultants travelling abroad on behalf of the Department. **Consistent Uses:** Information may be disclosed to the Department of Foreign Affairs and International Trade and to embassies for the organization of delegations to foreign countries. **Retention and Disposal Standards:** Records are retained for five years until the passport has expired and are then destroyed. Contact: Manager, Accounting Operations, CSS/FMB **TBS Registration:** 003670 **Bank Number:** NRCan PPE 816

Salary Forecast Module

Description: This bank contains salaries and person-year information by individual. It also includes period of work, position number, group level and employee status. The Personal Identifier Number (PRI) is used for administrative purposes. **Class of Individuals:** The information relates to employees of the Department. **Purpose:** The purpose of this bank is to forecast salary requirements for the Department and to record person-year utilization. Both are used for internal management information. There is no administrative use of this bank in the context of the Privacy Act. **Consistent Uses:** The records are used to supplement planning and budgeting exercise. No data is disclosed to outside sources. **Retention and Disposal Standards:** Records are retained for a period of six years. Contact: Manager, Financial Systems and Training, CSS-FMB. **Related to PR#:** NRCan CSS 720 **TBS Registration:** 003119 **Bank Number:** NRCan PPE 805

Workforce Adjustment – (CLOSED)

Description: This bank contains personal information on employees who are entitled to a staffing priority and results of referrals made to managers and/or staffing advisors. **Class of Individuals:** Current and former departmental employees who have been entitled to a staffing priority. **Purpose:** The purpose of this bank is to provide documentation to personnel advisors and managers in order to facilitate the placement of those employees entitled to a staffing priority. **Consistent Uses:** The records are used to facilitate the placement of employees. **Retention and Disposal Standards:** Records are retained for two years after the employee has been placed. Contact: Director, HR Services, CSS-HRB. **Related to PR#:** NRCan CSS 765 **TBS Registration:** 003310 **Bank Number:** NRCan PPE 812

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Natural Sciences and Engineering Research Council of Canada

Chapter 100

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Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 85-001 **TBS Registration:** 001628 **Bank Number:** SER PPE 801

Employee Performance Appraisals

Description: This bank contains performance appraisals, reports, and correspondence concerning the work performance of individual NSERC employees in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** All indeterminate and term employees of NSERC as well as some temporary assistants. **Purpose:** The purpose of this bank is to

maintain information regarding the level of performance of individual employees with NSERC. The information is used to support decisions related to the retention, termination or extension of employees on probation as well as to determine and approve performance pay and salary increments. **Consistent Uses:** Performance appraisals are also used in human resources planning activities such as career and succession planning, and in internal staffing, transfer, promotion, demotion, employee assistance, discipline, and termination of employment. To these ends, the information in appraisals may be disclosed to committees comprised of management staff and to internal selection boards. Performance appraisal documents will also be used to assess the effectiveness of the performance appraisal system itself. To do this, some personal information will be disclosed to review committees of management staff for the purpose of assessing the equitability of the ratings across different directorates and branches within NSERC. **Retention and Disposal Standards:** Files are retained on file for five years, then destroyed. **RDA Number:** 86-001 **TBS Registration:** 002582 **Bank Number:** SER PPE 802

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Northwest Territories Water Board

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Note: Information on the employees of the Northwest Territories Water Board is held by Indian and Northern Affairs Canada.

Office of the Auditor General of Canada

Chapter 104

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Office employees.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 85/001 **TBS Registration:** 001605 **Bank Number:** OAG PPE 801

Number: 85/001 **TBS Registration:** 001605 **Bank Number:** OAG PPE 801

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Office of the Commissioner of Official Languages

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Particular Banks

Garnishment

Description: This bank contains documentation concerning garnishment proceedings for the Administration of Pay and Benefits within the Office.

Class of Individuals: Employees of the Office against whom garnishment or diversion proceedings have been taken. **Purpose:** The information enables execution orders of garnishment in accordance with the Garnishment Attachment and Pension Diversion Act.

Consistent Uses: The bank is also used to approve deductions from salary. **Retention and Disposal**

Standards: Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with OCOL and is destroyed after a two-year period. **TBS Registration:** 002849 **Bank Number:** COL PPE 803

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. **Class of**

Individuals: Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown. **Retention and**

Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments or to collect debts owed to the Crown in which case records are retained until the overpayment is settled or the debt collected. **TBS Registration:** 002850 **Bank Number:** COL PPE 804

Superannuation

Description: This bank contains Birth Certificates for employees, spouse and children; information of marital status; documents regarding date of becoming a

contributor to the Superannuation Plan; Reciprocal Transfer Agreements; Elections; Pension Calculations; Salary History; and Designation of Beneficiary. **Class of Individuals:** Active and former employees who were contributors to the Superannuation. **Purpose:** To have access, in one location, to all pertinent data concerning pension. **Consistent Uses:** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors. **Retention and Disposal Standards:** Records are destroyed two years after all actions are completed. **TBS Registration:** 002848 **Bank Number:** COL PPE 802

Surplus Employee

Description: This bank contains personal information on employees who are declared surplus and are entitled to a surplus priority (legal priority accorded by the P.S.C.). Personal information includes: Education, Employment History, resume, copy of all forms and correspondence related to the situation, training and preferred location of employment. **Class of Individuals:** Employees declared surplus. **Purpose:** This bank provides documentation to Human Resources Officers in order to facilitate the placement of employees entitled to staffing priority within the Public Service. **Consistent Uses:** To have an updated file on the employee and the actions taken to obtain a new position. **Retention and Disposal Standards:** Two years after the employee leaves. **RD Number:** 86/001 **TBS Registration:** 002847 **Bank Number:** COL PPE 801

Training and Development

Description: This bank contains personal data including course applications; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government or by private organizations. Information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed five years after completion of the particular training and development undertaken by an employee. **TBS Registration:** 001265 **Bank Number:** COL PPE 805

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Office of the Correctional Investigator

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Note: Information on the employees of Office of the Correctional Investigator is held by the Department of the Solicitor General.

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 108

Note: Information on the employees of the Office of the Inspector General of the Canadian Security Intelligence Service is held by the Department of the Solicitor General Canada.

Office of the Ombudsman, National Defence and Canadian Forces

Chapter 109

Note: Information on the employees of the Office of the Ombudsman, National Defence and Canadian Forces is held by the Department of National Defence.

Office of the Superintendent of Financial Institutions Canada

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Particular Banks

Employee Personnel Record

Description: This bank provides a record of an individual's employment with the Authority. This information is used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline and security levels. This bank also contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination. **Class of Individuals:** This bank relates to employees of the Authority. **Purpose:** This information is used to ensure that personnel actions within the Authority are

coordinated in the interests of both the individual and the employer. **Consistent Uses:** Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Information is also provided to various provincial health insurance plans; to group insurers, to unions for dues check-off purposes and to Public Works and Government Services Canada for pension purposes.

Retention and Disposal Standards: Records of current employees are kept permanently by the Authority. Records concerning retired and non current employees are retained for ten years. **RDA Number:** 85-001 **TBS Registration:** 004141 **Bank Number:** PPA PPE 802

Register of Employee Pilots

Description: This bank relate to marine pilots employed by the Authority. This information is used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline and security levels. This bank also contains information concerning licenses, personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions;

periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination. **Class of Individuals:** This bank relates to marine pilots employed by the Authority. **Purpose:** This information is used to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer. This information is obtained as required under the pilotage act. **Consistent Uses:** Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Information is also provided to various provincial health insurance plans; to group insurers, to unions for dues check-off purposes and to Public Works and Government Services Canada for pension purposes.

Retention and Disposal Standards: Records of current employees are kept permanently by the Authority. Records concerning retired and non current employees are retained for ten years. **RDA Number:** 85-001 **TBS Registration:** 004142 **Bank Number:** PPA PPE 801

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Note: Information on the employees of the Parks Canada Agency is held by the department of Canadian Heritage.

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Note: Any pertinent information concerning PAB employee personal records should be directed to Staff Relations, Human Resources Services ISP, Human Resources Development, 9th Floor, Capital Square Building, Ottawa, Ontario K1P 5V9.

Port Alberni Port Authority

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Prince Rupert Port Authority

Chapter 116

The Prince Rupert Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Privy Council Office

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Particular Banks

Security Clearances and Assessments Bank

Description: This bank contains the security clearance records of employees, candidates for employment and agency and contract personnel in the Prime Minister's Office, the Privy Council Office, various royal commissions and task forces, the Office of the President of the Queen's Privy Council for Canada, the office of the leaders of the Government in the House of Commons and the Senate, the Canadian Intergovernmental Conference Secretariat and the Security Intelligence Review Committee. The bank also contains security clearance records or security assessments for certain Order-in-Council appointees or

candidates for appointment. Security clearance records include personal history forms, fingerprint forms and records of criminal convictions, records of security briefings, summaries of Canadian Security Intelligence Service (CSIS) field investigations and correspondence related to the security clearance process and other information pertaining to the issuance of identification cards. **Purpose:** The purpose of this bank is to record information pertinent to the determination of an employee's security clearance level, provide confirmation of security clearance information to other government departments, and to provide security assessments on certain Order-in-Council appointees or candidates for appointment. Records are destroyed 2 years after the term of employment except in cases

where the clearance is still valid. In these cases, the files are destroyed upon expiry of the clearance. **RDA**

Number: 86-001 **TBS Registration:** 002546 **Bank**

Number: PCO PPE 801

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Central Banks

Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, assessment centre notes, notations or referrals, notes to file, and faxes for all applicants to the Program. It may also contain administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the Program.

Class of Individuals: Public servants and non-public servants applying to the AETP or past and present participants of the AETP. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with the AETP, and to maintain historical records of all persons who have participated in the AETP. **Consistent Uses:** This bank is used to retain applications to the AETP, for the general management of the assignments, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies). **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after an application is submitted and then are destroyed. Hardcopy records for participants are retained for five(5) years after the participant ceases to be in the Program. Machine readable records are retained twenty-five (25) years and then destroyed.

RDA Number: 2001/025 **Related to PR#:** PSC SPB 031 **TBS Registration:** 003069 **Bank Number:** PSC PCE 766

Accelerated Executive Development Program (AEXDP): Inventory of Applicants

Description: This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; reference checks, the Track Record Interview and the Selection Review Board (SRB) Interview; results of the integration process and program office notes. **Class of Individuals:** Members of the Executive Category who have applied to the AEXDP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the AEXDP, to record and present information for review and decisions by Integration Board members, the Committee of Senior Officials (COSO), and the Public Service Commission (PSC). **Consistent Uses:** The bank is used to record and provide information to COSO and the PSC regarding acceptance to the program.

Retention and Disposal Standards: Hard copy records of an applicant whose candidacy is not accepted are retained for five (5) years after which they are destroyed. Hard copy records of an employee who is accepted to the Program are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of AEXDP participation, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) years.

RDA Number: 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 004019 **Bank Number:** PSC PCE 768

Accelerated Executive Development Program (AEXDP): Inventory of Participants

Description: This bank may contain: personal information; correspondence; assessment results of reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview and the SRB Interview; results of the integration process; self-assessment by the participant; personalized learning plans; information on candidate assignments and related performance evaluations, mentoring/coaching assistance, the participant's attendance on the Senior Executive Management Program, and appointment-to-level documentation; program office notes. **Class of Individuals:** Members of the Executive Category who have been accepted as participants in the AEXDP.

Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants in the AEXDP from acceptance to graduation as well as to provide information to the PSC regarding appointment-to-level. **Consistent Uses:** The bank is used to record and provide information regarding AEXDP participants to departmental Senior Managers offering assignment and/or permanent employment opportunities to candidates. **Retention and Disposal Standards:** All records are retained in hard copy until ten (10) years after termination of AEXDP participation. Selected information is computerized and retained for statistical purposes for twenty (20) years. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 004018 **Bank Number:** PSC PCE 769

Access Requests

Description: This bank may contain access request forms, the replies to such requests and information relating to the processing of the requests. **Class of Individuals:** Public servants and non-public servants who have made a formal access request under the Access to Information Act or the Privacy Act. **Purpose:** This bank exists in accordance with section 4 of the Access to Information Act and section 12 of the Privacy Act to process access requests made under the Acts. **Consistent Uses:** The bank is used to record and process access requests, to respond to complaints received under the Acts, and for statistical purposes. **Retention and Disposal Standards:** Records are retained for two (2) years after completion of the request, and then destroyed. **RDA Number:** 98/001 **Related to PR#:** PSC CMB 022 **TBS Registration:** 001684 **Bank Number:** PSC PCE 743

Analytical Environment (formerly EDP Statistical Systems)

Description: This bank regroups computer systems

which are maintained by the Public Service Commission (PSC) and which may contain basic personal information such as social insurance number (historical records only), personal record identifiers (PRI), the client service number (CSN), a PSC generated identifier, work history, employment status, language proficiency, reasons for separation, education level, major field of study, personal perspectives on how Public Service values drive a particular staffing actions and specific information related to a competition process. The analytical environment includes information obtained from the Treasury Board Secretariat (TBS) incumbent, mobility and employment equity data systems, information extracted from the PSC's Program of Special Surveys, as well as appointments or statistics received from other departments for the period prior to April 1999 and subsequently estimates of departmental appointment activity are created from the TBS incumbent and mobility files by the PSC. Specific Census data and Health and Activity Limitation Survey data from Statistic Canada are also included in the analytical environment. **Class of Individuals:** All individuals who have been appointed to positions in the public service or who have left the public service.

Purpose: This analytical environment was created to record information on appointments in the public service (prior to April 1999), separations, the distribution of public servants by department and by location, to provide information on the health of the staffing system of the Public Service, maintain estimates on staffing activities (as of April 1st 1999) and allow to create the longitudinal file of persons appointed to positions in the Public Service or who have left the Public Service. The Analytical Environment is updated on regular basis.

Consistent Uses: The information is used for the preparation of statistical reports, human resources planning and analysis, the monitoring of the staffing system, the production of the Public Service Commission's Annual Report, PSC research and for other reports to Treasury Board on the utilization of human resources and on the status of programs. Information is also used to track employee mobility and to determine the number of students who become regular employees of the public service and for other statistical purposes. Source data from TBS's incumbent and mobility systems is used to provide some additional tombstone information for employee inventories. Information from the incumbent/mobility systems of Treasury Board is also used to create the longitudinal file of public servants that assists in the human resources planning exercise. For statistical purposes, information is also linked with data of the target groups of the Employment Equity System of TBS (SCT PCE 706). The information from the Census and Health and Activity Limitation Survey is used to update the employment equity data. No disclosure of personal information is made by this linkage that could reasonably be expected to identify the individual to whom it relates. **Retention and Disposal Standards:**

Appointment Information Management System: The report on staffing transaction is retained for three (3) years from the date it is received by the PSC (note that the PSC stopped collecting transactional level appointment information as of April 1, 1999). The computerized data is kept on line for two (2) years and transferred to an optical archive for indefinite retention. **Separations:** The computerized information is retained until it has been superseded, and then deleted, except for year-end information which is kept on an optical archive indefinitely. **Workforce Adjustment Reporting System:** Records are retained indefinitely on an optical archive. **Quarterly Statistical File** (subsumed into the analytical environment 1995-96): Information on individuals is retained for five (5) years after point of first capture, and then kept on an optical archive indefinitely. **Student Employment Program:** Records are retained for five (5) years, and then kept on an optical archive indefinitely. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 032 and PSC SPR 180 **TBS Registration:** 002299 **Bank Number:** PSC PCE 761

Appeal Hearings

Description: This bank may contain an appeal document including basic personal data, an eligibility list, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal file control record. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to quote the Recourse Branch file reference number given on the Appeal Board decision report submitted to the appellant. **Class of Individuals:** Public servants having filed an appeal or persons involved in the appeal.

Purpose: This bank exists by reason of section 21 of the Public Service Employment Act and sections 19 to 28 of the Public Service Employment Regulations to record and provide information on appeals. **Consistent Uses:** The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson. **Retention and Disposal Standards:** Decisions are microfilmed and retained for twenty (20) years from the date of the decision; files and tape recordings are kept for two years and destroyed. For files referred to the Federal Court of Canada under section 18 of the Federal Court Act, the decisions are retained for five (5) years then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC AIB 005 **TBS Registration:** 001445 **Bank Number:** PSC PCE 702

Applicant Inventories and Referrals

Description: This bank may contain applications/curriculum vitae, test results, and screening and referral information resulting from solicited and non-solicited competitions/ announcements. Individuals seeking access to this information are required to

specify the city in which they presented an application for employment and solicitation reference numbers in cases of solicited competitions. **Class of Individuals:** Public servants and non-public servants who have applied for a position in the Public Service through an open competition process. **Purpose:** This bank exists in accordance with section 5 of the Public Service Employment Act to provide for the maintenance of inventories of candidates who have applied for employment with the Public Service of Canada in the administrative support, the administrative and foreign services, professional and scientific, technical and operational categories and in the Executive Group.

Consistent Uses: This bank is used to identify applicants suitable for referral and appointment to positions in the public service. For certain solicited processes applications, curriculum vitae may be sent to and retained by the department holding the competition. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. The information in this bank is frequently matched with information on appointment and test results for statistical purposes and program evaluation.

Retention and Disposal Standards: Records are maintained for two (2) years after being removed from the inventories, or after referral, or after completion of a solicited competition process, and then destroyed. Computerized information is retained for five (5) years.

RDA Number: 2001/025 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001451 **Bank Number:** PSC PCE 708

Assessment Centre for Executive Appointment (AC for EXA)

Description: This bank may contain memoranda and letters; biographical information and assessment results.

Class of Individuals: Persons who have been assessed by the Assessment Centre for Executive Appointment (AC for EXA). **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of applicants for executive positions or departmental development programs. **Consistent Uses:** This bank is used to record and provide all information relating to the assessment of applicants for executive positions or departmental development programs so that meritorious selections may be made. It is also used to provide assessment information to individuals requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre for research and development purposes. **Retention and Disposal Standards:** Hard copy files are kept for five (5) years and then destroyed. Computer related files are retained indefinitely. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 and SPB 034 **TBS Registration:** 004463 **Bank Number:** PSC PCE 772

Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Applicants

Description: This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview, the Selection Review Board (SRB) Interview and program office notes. **Class of Individuals:** Members of the Executive Category and EX equivalents who have applied to the PQP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the PQP, to record and present information for review and decisions by screening panels and (SRB) members, the Committee of Senior Officials (COSO), and the Public Service Commission (PSC). **Consistent Uses:** The bank is used to record and provide information to COSO and the PSC regarding acceptance to the program. **Retention and Disposal Standards:** Hard copy records of an applicant whose candidacy is not accepted are retained for five (5) years after which they are destroyed. Hard copy records of employees who are appointed to the ADM pool are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) years. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 004020 **Bank Number:** PSC PCE 770

Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Participants

Description: This bank may contain: personal information; correspondence; reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview and the SRB Interview; self-assessment by the participant; personalized learning plans; information on candidate assignments and related performance evaluations, mentoring/coaching assistance, and appointment-to-level documentation; program office notes. **Class of Individuals:** Members of the Executive Category and EX equivalents who have been selected in the ADM PQP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants into the PQP as well as to provide information to the PSC regarding appointment-to-level. **Consistent Uses:** The bank is used to record and provide information regarding PQP selected applicants to departmental Senior Managers offering employment opportunities at the ADM level to candidates. **Retention and Disposal Standards:** All records are retained in hard copy until ten (10) years after termination of PQP participation either through

appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information is computerized and retained for statistical purposes for twenty (20) years. **RDA**

Number: 2001/025 **Related to PR#:** PSC SPB 065

TBS Registration: 004021 **Bank Number:** PSC PCE 771

Career Assignment Program (CAP): Inventory of Nominees and Participants

Description: This bank may contain basic personal information, Executive Simulation for CAP forms, curriculum vitae, career plans, appraisal information, assessment results, overall integration results, including reference checks, course participation, and general correspondence related to CAP candidates and participants. This bank may also include information retained for a previous program: Special Development Program. **Class of Individuals:** Public servants and non-public servants who have been nominated and/or have participated in CAP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to initial and final nominations to CAP. This bank also exists to maintain an historical record of all persons who have participated in CAP. **Consistent Uses:** This bank is used to record and provide information on CAP candidates to the assessment and selection phase for statistical, administrative, and counselling purposes. **Retention and Disposal Standards:** Records are retained in hard copy for three (3) years for employees who do not proceed beyond the selection phase, and for five (5) years after termination of CAP participation, after which they are destroyed. Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001705 **Bank Number:** PSC PCE 751

Career Consultation and Development, Diversity Management: Senior Levels (formerly Executive Programs Employment Equity)

Description: This bank may contain basic personal information, curriculum vitae, general career information and plans, appraisal information and reference checks. **Class of Individuals:** Employment equity designated group members at the EX equivalent, the EX minus one and minus two levels which includes women, visible minorities, aboriginal peoples, persons with disabilities, who have received career consultation and development services. **Purpose:** This bank exists to maintain an historical record of designated group members seeking career consultation services in order to fulfill their chosen career plans. **Consistent Uses:** The bank is used to maintain records of meetings with clients and to identify and contact designated group clients eligible to compete for specific EX competitions and for referral of clients to developmental assignments

in other departments. **Retention and Disposal Standards:** Records are retained for two (2) years after being declared inactive, and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001466 **Bank Number:** PSC PCE 723

Course Registration and Information

Description: This bank may contain basic personal data on course participants and related course administration information. Individuals seeking access to this information are required to specify the pertinent Training and Development Canada course numbers.

Class of Individuals: Persons who have taken or are enrolled in a professional or management course offered by Training and Development Canada.

Purpose: This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all persons who have taken or are enrolled in a professional or management course offered by the PSC Learning, Assessment and Executive Programs Branch. **Consistent Uses:** This bank is used to provide information required to administer professional training courses delivered by Training and Development Canada. **Retention and Disposal Standards:** Records are retained for five (5) years after completion of training and development activity, and then destroyed. The computerized records are retained ten (10) years after completion of training. **RDA Number:** 2001/025 **Related to PR#:** PSC TPB 120 **TBS Registration:** 001478 **Bank Number:** PSC PCE 735

Deployment Recourse

Description: This bank contains a complaint document including basic personal data, evidence gathered during the investigation, letters and memoranda, an investigator's report and recommendations to the deputy head, the Commission's decision, if any, and a complaint statistics information sheet. **Class of Individuals:** Public servants who have filed complaints with the Recourse Branch related to the application of section 34.4 of the Public Service Employment Act. **Purpose:** This bank exists in accordance with section 34.4 of the Public Service Employment Act and section 29 of the Public Service Regulations to provide information to enable the investigator to assess facts and where warranted make a recommendation to deputy heads regarding corrective action with respect to an employee's deployment. **Consistent Uses:** This bank is also used to provide information for PSC reports to Parliament. **Retention and Disposal Standards:** Records are retained for five (5) years and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC AIB 005 **TBS Registration:** 003270 **Bank Number:** PSC PCE 745

Executive Counselling Services Assessment Results (formerly called Diagnostic and Career Counselling Service Assessment Results)

Description: This bank may contain biographical information, service-related notes and assessment results. **Class of Individuals:** Public Servants in the Executive Category, in EX equivalent positions and EX minus 1 level positions who have requested services, as well as public servants who have accessed Career Transition Counselling Services. **Purpose:** This bank exists to provide public servants who access Executive Counselling Services with information to enhance their self-understanding and to provide an opportunity to receive confidential counselling. **Consistent Uses:** This information is used to provide advice to the client and, with the client's written request, information on the client can be provided to individuals of the client's choosing. Limited information may also be used for statistical purposes aimed at assuring the quality of service. **Retention and Disposal Standards:** Hard copy records are retained for ten (10) years after being declared inactive and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 050 and PSC SPB 034 **TBS Registration:** 002912 **Bank Number:** PSC PCE 765

Executive Resourcing

Description: This bank may contain security clearance rating, language examination results, memoranda to the Commission (Board Reports), letters of offer, letters of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information forms, job descriptions, the Request for Non-delegated Staffing, job profiles, statement of qualifications, application forms, curriculum vitae, individual candidate reports from the Assessment Centre for Executive Appointment, Executive Recruitment Assessment Report reference check results, and record of persons considered for the position. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition). **Class of Individuals:** Persons who are included in an Executive Group competition administered by the PSC. **Purpose:** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information relating to Executive Group competitions administered by the Public Service Commission. **Consistent Uses:** This bank is used to provide information relating to Executive Group selection and appointments made by the PSC. On request, information may be disclosed to a participant in a selection action to explain the reasons for the selection decision. Information in this bank may be obtained from information in the applicant inventories, the assessment results and from departments. **Retention and Disposal Standards:** Records are retained for three (3) years after the eligibility list expires, and then destroyed. **RDA**

Number: 2001/025 **Related to PR#:** PSC SPB 065
TBS Registration: 001475 **Bank Number:** PSC PCE 732

Interchange Canada: Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance reviews and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the Program. Some information exists in computerized form. **Class of Individuals:** Public servants and non-public servants applying for positions in Interchange Canada, or who are currently on, or have completed an assignment. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act, to provide an inventory of persons seeking Interchange Canada assignments and to maintain historical records of all persons who have participated in the Interchange Canada. **Consistent Uses:** This bank is used for the general management of the assignments. This bank interfaces with the Inventory Management system. **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after the candidate is declared inactive, then destroyed. Records of public servants participants are retained for two (2) years after termination of participation and destroyed. Records of non-public servants are retained for five (5) years after termination of participation and destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001952 **Bank Number:** PSC PCE 729

International Programs: Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, agreements, job descriptions, interview notes, vacancy notices and correspondence related to the Program. Some information exists in computerized form. **Class of Individuals:** Public servants and non-public servants applying for appointments in international organizations, or who are currently employed or have been employed. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with international organizations. It also exists to maintain historical records of all persons who have participated in the Program. **Consistent Uses:** This bank is used to identify vacancies in international organizations for the general management of participants and applicants. It interfaces with the Inventory Management system. **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after being declared inactive and then destroyed. Records of participants and competition files are retained for three (3) years after termination of appointments, and then

destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001951 **Bank Number:** PSC PCE 733

Investigations

Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memorandum of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. **Class of Individuals:** Public servants who have filed complaints with the Recourse Branch related to the application of the Public Service Employment Act and its Regulations, or complaints of harassment in the workplace as defined by Treasury Board policy, and persons involved in the complaint. **Purpose:** This bank exists in accordance with section 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986-2350 as well as the subsequent Order-in-Council P.C. 2001-955 to record information with respect to investigations related to the application of the Public Service Employment Act and its Regulations, and to complaints of harassment in the workplace as defined by Treasury Board policy. **Consistent Uses:** The information is used so that allegations may be examined, recommendations made and corrective actions taken if warranted. It is also used to prepare background documentation to establish a board of inquiry or the preparation of a Federal Court file. **Retention and Disposal Standards:** Paper records are retained active during the investigation or conciliation phase, five (5) years inactive and then destroyed. Complaints which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for five (5) years, then deleted. **RDA Number:** 2001/025 **Related to PR#:** PSC AIB 010 **TBS Registration:** 001446 **Bank Number:** PSC PCE 703

Language Review Committee

Description: This bank may contain requests for review, employee's written consent, Language Knowledge Exam (LKE) results prior to 15 October 1984, assessment officer's report, language training history, orientation process results, related letters or memos, decision of the committee. **Class of Individuals:** Public servants whose cases have been submitted to the Language Review Committee. **Purpose:** This bank exists in accordance with section 20 of the Public Service Employment Act to record information on employees whose cases have been submitted to the Language Review Committee. **Consistent Uses:** The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to October 15, 1984; to review employee's withdrawal from language training

and to reach a decision on each case. **Retention and Disposal Standards:** Records relating to complaints concerning the withdrawal from language training or the orientation process results are retained for twenty five (25) years and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 050 **TBS Registration:** 001459 **Bank Number:** PSC PCE 716

Language Training Orientation

Description: This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognosis, recommended lessons and the projected duration of training. **Class of Individuals:** Language training candidates who underwent the orientation process for non imperative staffing purposes or for enrolment on basic language training. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected during the orientation interview. **Consistent Uses:** The bank is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply Language Training Canada with administrative data. **Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept for twenty (20) years and then deleted. **RDA Number:** 2001/025 **Related to PR#:** PSC TPB 105 **TBS Registration:** 001482 **Bank Number:** PSC PCE 739

Language Training Services

Description: This bank may contain basic personal data, service and language training requests, aptitude and placement tests results. **Class of Individuals:** Persons who underwent language training. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes. **Consistent Uses:** The bank is used for the eligibility, testing, orientation, enrolment and language training processes and to ensure a progress follow-up on participants. **Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept on tape for twenty (20) years and then deleted. **RDA Number:** 2001/025 **Related to PR#:** PSC TPB 105 **TBS Registration:** 001484 **Bank Number:** PSC PCE 741

Leadership Competencies Assessment Services (formerly Assessment Centre for Early Identification of Executive Potential)

Description: This bank may contain memoranda and letters; biographical information and assessment results or assessor comments. **Class of Individuals:** Persons

who have been assessed by the Assessment Centres following the administration of one of the Assessment Services tools (reference checks, candidate Achievement Record, 360 feedback, etc.). **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of all persons who have participated in the Career Assignment Program or other departmental programs aimed at developing management potential.

Consistent Uses: This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program or any other similar departmental programs, so that meritorious selections may be made. It is also used to provide assessment information to candidates requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre. **Retention and Disposal Standards:** Hardcopy files are retained for five (5) years after the assessment and then destroyed. Computerized information is retained indefinitely. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 and SPB 034 **TBS Registration:** 001469 **Bank Number:** PSC PCE 726

Leave of Absence to Seek Election

Description: This bank may contain requests for leave of absence, the appropriate deputy minister's opinion, the recommendations to the Commission by the Secretary General, the Commission's decision to approve or deny the leave to seek nomination as a candidate, and to be a candidate for election, notices for publication in the Canada Gazette, Part I, and in some cases, newspaper clippings. **Class of Individuals:** Public servants who have requested leave of absence to seek nomination as a candidate, and to be a candidate for election. **Purpose:** This bank exists in accordance with sections 32, 33 and 34 of the Public Service Employment Act to record information so that the PSC can assess whether or not to grant leave of absence to employees to seek nomination for election. **Consistent Uses:** This bank is used to provide information for PSC authorization and for PSC reports to Parliament. **Retention and Disposal Standards:** Records are retained for seven (7) years after request was made, and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC DGM 022 **TBS Registration:** 001448 **Bank Number:** PSC PCE 705

Management Resources Information System (MRIS) (ceased to be updated in 1993)

Description: Since 1993, information has been transferred to the applicant inventories and analytical environment systems which ensure, in part, the necessary data for the management of the various PSC programs and services. This bank may contain appointment certificates; employee summaries; basic personal data; skills and work history; professional

qualifications; curriculum vitae; career aspirations and managerial experience; proof of education standing; performance reviews and employee appraisals; and development and training courses taken. In the case of public servants in the executive group, the bank may also contain notifications of layoff, surplus or administrative priority; identification of transfer requests and identification of requirements to be redeployed; records of instances of consideration for positions; most recent memoranda to the Commission (board reports); letters of offer, letters of acceptance, notes to file, letters of recommendation, Brokerage Inclusion forms, Deputy Head authorization for placement on brokerage, records of consideration and counselling reports/notes. This bank may also contain specific records pertaining to Senior Personnel, Finance and Internal Audit Officers.

Class of Individuals: Public servants appointed to eligible classifications as determined by the Public Service Commission; public servants participating or seeking participation on Interchange Canada or International Assignments; public servants at the FI-04 and equivalent levels, PE-06 level and up to EX-03 levels who are identified as having extensive qualifications and who have been evaluated by senior advisory committees. **Purpose:** This bank exists to enable the Public Service Commission to fulfil its powers as stated in section 5 of the Public Service Employment Act and Regulations, i.e. to maintain an inventory of candidates for eligible classifications determined by the PSC. **Consistent Uses:** This bank is used to provide information to TBS and departments for the purposes of staffing, human resources management, statistics, analysis, evaluations and career management planning. Prior to 1993, relationship with other systems: The MRIS system is merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the TBS Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to identify employees who left the Public Service. It is also merged with the Employment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the Interchange/International System, the executive group Applicant Inventory and the Quarterly Statistical File.

Retention and Disposal Standards: Machine readable records are retained for ten (10) years after removal from the system or after the public servant's separation from the public service, after which the records are deleted from the system. Performance review and employee appraisals are retained for five (5) years, and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001477 **Bank Number:** PSC PCE 734

Management Trainee Program (MTP): Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, applications, transcript of marks, correspondence, assessment reports, appointment letters, assignment descriptions and performance appraisals. **Class of Individuals:** Public servants and non-public servants applying to the Management Trainee Program, and persons who have been appointed to the Program. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act (PSEA) to provide an inventory of persons seeking positions with the Management Trainee Program, and to maintain historical records of persons appointed to the Program. **Consistent Uses:** This bank is used to identify candidates for positions with the Management Trainee Program, for the general management of assignments for participants in the Program, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies). **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after application is submitted and are then destroyed. In the case of participants, hard copy records are retained for five (5) years after the participant ceases to be a MTP participant. Machine readable records are retained for twenty-five (25) years and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 031 **TBS Registration:** 002910 **Bank Number:** PSC PCE 763

Mediation, Investigation and Coaching in the Prevention and Resolution of Harassment in the Workplace

Description: This bank may contain basic personal data, excerpts of personnel files, interview notes, complaints or allegations, memoranda and letters, performance evaluations, memorandum of agreement and investigation reports. At completion of the service requested by the department, the complete file is forwarded to the department and a copy is kept by the Public Service Commission. **Class of Individuals:** Public servants involved in investigation, mediation or coaching services provided by the Recourse Branch pursuant to the Treasury Board's Policy on the Prevention and Resolution of Harassment in the Workplace. **Purpose:** This bank exists by reason of the Order-in-Council P.C. 2001-955 to act as an expert resource body to gather information during investigation, mediation and coaching upon request by the department. **Consistent Uses:** The information is used so that the workplace conflict/complaint may be examined and conclusions and recommendations be reached, if required. It is also used for statistical purposes. **Retention and Disposal Standards:** Paper records are retained active during the investigation, mediation or coaching process, five(5) years inactive from date service completed, then

destroyed. Computerized records are retained on-line for five(5) years, then deleted. **RDA Number:** 2001/025 **Related to PR#:** PSC AIB 010 **TBS Registration:** 005181 **Bank Number:** PSC PCE 781

Occupational Test Results

Description: This bank may contain test answer sheets or written exams and results for persons who, for selection or other purposes, have undergone PSC tests. Individuals completing a Personal Information Request Form are required to provide their Personal Record Identifier. **Class of Individuals:** Public servants and non-public servants who have taken selection tests developed by the PSC. **Purpose:** This bank exists in accordance with section 16(1) of the Public Service Employment Act to record information on tests conducted for purposes of selection such as competitions. **Consistent Uses:** The bank is used to record and provide information to departments on the results of tests administered by PSC regional offices and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. The information in this bank is contained in the Test Scoring and Results Reporting System (TSRR) and interfaces with the Inventory Management System and the Post-Secondary Recruitment System which contain applicant inventories. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity, as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc. **Retention and Disposal Standards:** Hard copy files are kept for five (5) years, and destroyed. Candidate test results are retained indefinitely on computerized files. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001454 **Bank Number:** PSC PCE 711

Official Languages Exclusion Approval Order

Description: This bank may contain basic personal data, medical certificates, supporting documentation, departmental requests and Commission decision in some cases. **Class of Individuals:** Public servants who have requested an official languages exclusion or extension. **Purpose:** This bank exists in accordance with section 20 (and in certain cases section 10) of the Public Service Employment Act to record information relating to the review of cases of employees requesting an exclusion from the obligation to meet the second language requirements of their position or an extension to their exemption time or an override to a negative prognosis for appointment purposes. **Consistent Uses:** This bank is used to allow the Public Service Commission to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order. **Retention and Disposal Standards:** Records are retained for twenty (20) years and then destroyed, except for those with historical value which

are kept indefinitely. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 050 **TBS Registration:** 001460 **Bank Number:** PSC PCE 717

Other Inquiries

Description: This bank may contain basic personal data, excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, tests, performance evaluations, press clippings, memorandum of agreement, investigation reports. It may also contain information dealing with the Recommendation made to the Commission based on the facts gathered during the inquiry. **Class of Individuals:** Public Servants or non Public Servants directly affected by the inquiry. **Purpose:** This bank exists following the conduct of an investigation under sections 6(2), (3) and 42 of the Public Service Employment Act. **Consistent Uses:** The information is used so that allegations and staffing irregularities may be examined and recommendations made. It may also be used for statistical purposes. **Retention and Disposal Standards:** Paper records are retained active during the investigation and recommendation phase, five (5) years inactive and then destroyed. Computerized records are retained on-line for five(5) years, then deleted. **RDA Number:** 2001/025 **Related to PR#:** PSC AIB 005 **TBS Registration:** 005180 **Bank Number:** PSC PCE 780

Personnel Selection (excluding Executive Resourcing)

Description: This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference or performance appraisals, eligibility lists, all other documents used in establishing candidates order of merit and notification of the results of the competition/selection including letters offering appointment. Where applicable, notices of rights to appeal and other related documents are included. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers. **Class of Individuals:** Public servants and non-public servants who are being considered for appointment through a process of personnel selection. **Purpose:** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection with or without competition. **Consistent Uses:** This bank is used to staff positions, to provide the necessary information, on request, to participants in selection actions to explain the reasons for the selection decision. This bank also provides related documentation for PSC investigations as a result of the selection processes. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. **Retention and Disposal**

Standards: Records are retained for two (2) years after the eligibility list expires or two (2) years after it has been used for administrative purposes, and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001455 **Bank Number:** PSC PCE 712

Policy Research and Development Program (PRDP)

Description: This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, assessment centre notes, notations of referrals, notes to file, and faxes for all applications to the Program. It may also contain administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the Program. **Class of individuals:** Public servants and non-public servants applying to the PRDP or past and present participants of the PRDP. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with the PRDP and to maintain historical records of all persons who have participated in the PRDP. **Consistent uses:** This bank is used to retain applications to the PRDP, for the general management of the assignments, and for statistical purposes. It interfaces with Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies). **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after the application is submitted and then are destroyed. Hard copy records for participants are retained for five (5) years after the participant ceases to be in the Program. Machine readable records are retained twenty-five (25) years and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 030, PSC SPB 031 **TBS Registration:** 005301 **Bank Number:** PSC PCE 777

Persons Appointed under an Exclusion Approval Order

Description: This bank may contain the recommendation of the Commission and of the appropriate Cabinet minister to the Governor in Council, basic personal data, the exclusion order and the regulations. **Class of Individuals:** Persons appointed to the public service who are excluded from certain provisions of the Public Service Employment Act by virtue of section 41. **Purpose:** This bank exists in accordance with sections 37, 41 and 47 of the Public Service Employment Act to record and report to Parliament the names of employees of certain occupational groups or the names of persons appointed to the public service who are excluded from certain provisions of the Act by virtue of section 41. **Consistent Uses:** This bank is used to record and report to Parliament annually the names of employees

of certain occupational groups or the names of persons appointed under an Exclusion Approval Order.

Retention and Disposal Standards: Records are retained for five (5) years after termination of the exclusion, and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC CMB 022 **TBS Registration:** 001447 **Bank Number:** PSC PCE 704

Post-Secondary Recruitment (PSR) Program: Inventory of Applicants

Description: This bank may contain curriculum vitae, applications, transcripts of marks, correspondence, test results, records of instances of consideration, notations of referrals, note to files, and telexes for those applicants to the PSR Program. **Class of Individuals:** Public servants and non-public servants applying to PSR. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions through the PSR Program. **Consistent Uses:** This bank is used to identify applicants for positions offered through PSR (for statistical purposes and studies). The bank interfaces with the Inventory Management and Employee History systems to track the career progression of those applicants who are hired through PSR for positions/training programs in the participating departments. **Retention and Disposal Standards:** Records are retained for five (5) years after an application is submitted and are then destroyed, except in cases where successful applicants are hired. Information on such applicants is transferred to the hiring department. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 031 **TBS Registration:** 003954 **Bank Number:** PSC PCE 767

PSC Transfer Files (ceased in June 1996)

Description: This bank may contain curriculum vitae, latest performance appraisal, request for transfer form, letter from department confirming group, level and status, assessment/counselling report, results of referrals and reference checks. **Class of Individuals:** Public servants who have requested a lateral transfer. **Purpose:** This bank exists to provide information on employees who have requested a lateral transfer in the administrative support and operational categories, administrative and foreign service, and professional and technical categories, excluding the EX group. **Consistent Uses:** The bank is used to refer employees requesting a transfer to departments and agencies. **Retention and Disposal Standards:** Records are retained for two (2) years from the date of the most recent inclusion in the inventory and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001462 **Bank Number:** PSC PCE 719

Public Servants Released or Demoted (PSC authority for this function ceased in 1993)

Description: This bank may contain basic personal data; the department's recommendation to the PSC and the grounds for recommending release or demotion, the appeal decision, if appeal right is exercised, the Secretary General's recommendation to the Commission; the Commission's decision, and the notices of release or demotion to the department and to the employee. **Class of Individuals:** Public servants whose release or demotion has been recommended by deputy heads. **Purpose:** This bank existed in accordance with section 31 of the Public Service Employment Act, R.S.C. 1985, c. P-33 (now repealed by section 21 of the Public Service Reform Act) to record information relating to the recommendation of deputy heads to release or demote employees.

Consistent Uses: This bank was used to provide information to enable the Commission to assess and make a decision on the recommendation of deputy heads, made prior to June 1993, that employees be released or demoted. It also provided information for PSC reports to Parliament. NOTE: As of June 1, 1993, these recommendations no longer fall under PSC jurisdiction, unless these were made prior to the coming into force of the Public Service Reform Act. s.c. 1992 c.54. Such matters have since been delegated to Deputy Ministers. **Retention and Disposal**

Standards: Records are retained for seven (7) years following a release or demotion, and then destroyed.

RDA Number: 2001/025 **Related to PR#:** PSC CMB 022 **TBS Registration:** 001449 **Bank Number:** PSC PCE 706

Second Language Assessment by Regional Offices

Description: This bank may contain the second language assessment request and record of results forms, basic personal data, and oral interviews recorded on cassette, assessment reports and results.

Class of Individuals: Public servants and non-public servants who were assessed by the PSC Regional Offices for second language proficiency. **Purpose:** This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to assess the second language proficiency of candidates. **Consistent**

Uses: The bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the public service and for other uses as set out in the PSC-TBS agreement on the subject of language testing. Test results are entered in the Test Scoring and Results Reporting System (see central bank PSC PCE 718) and may be entered in the applicant inventory. **Retention and Disposal**

Standards: Files are retained for three (3) years and interviews recorded on cassette are retained for two (2) years unless the candidate agrees to their earlier disposal, then are deleted. **RDA Number:** 2001/025

Related to PR#: PSC SPB 050 **TBS Registration:** 001457 **Bank Number:** PSC PCE 714

Second Language Evaluation (SLE) Examiners

Description: This bank may contain information related to the registration/certification and monitoring of SLE test administrators, scorers and Oral Interaction assessors: registration forms for the Certification

Program; test use agreements; letters of certification; trainers/monitors comments and recommendations; and other administrative data collected in connection with accreditation/registration. **Class of Individuals:**

Public servants who have been participants in the Oral Interaction Certification Program or who have been authorized to administer and score the Second Language Evaluation tests. **Purpose:** This bank exists in accordance with sections 5(a), 16 and 20 of the Public Service Employment Act to record all information relating to the registration/certification of SLE

examiners. **Consistent Uses:** The bank is used to record information related to the qualifications, training and certification/registration of SLE examiners and prospective SLE examiners. It is also used to provide information to monitor SLE examiners and to take corrective action if warranted. **Retention and**

Disposal Standards: All records are retained for ten (10) years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for ten (10) years. Records are then destroyed. **RDA**

Number: 2001/025 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001458 **Bank Number:** PSC PCE 715

Second Language Evaluation (SLE) Test Results

Description: This bank may contain SLE test answer sheets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test. For candidates tested in Oral Interaction, the test cassettes are retained by the administering PSC test centre. Individuals completing a Personal Information Request Form are required to provide their personal record identifier. **Class of**

Individuals: Public servants and non-public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test. **Purpose:** This bank exists in accordance with sections 16(1) and 20 of the Public Service Employment Act to record language assessment results for purpose of

appointment. **Consistent Uses:** The bank is used to provide information on Second Language Evaluation assessment for staffing of bilingual positions and information for general personnel management, research and statistical purposes. When the individual becomes a Federal employee, the bank provides the individual's test results to the database at the Personnel Applications Centre (PAC) at Public Works and Government Services Canada. Through PAC, that information is then available on-line to authorized personnel in all government departments and by telephone enquiry. The Treasury Board's official languages system interfaces with PAC to obtain SLE

test results which it links with job position requirements. The information in this bank is contained in the Test Scoring and Results Reporting system (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity, as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc. **Retention and Disposal Standards:** Hard copy files are retained for five (5) years, then destroyed. Oral Interaction Tests on cassettes are retained for two (2) years unless the candidate agrees to their earlier disposal. Candidate test results are kept indefinitely on computerized files.

RDA Number: 2001/025 **Related to PR#:** PSC SPB 030 and TBS PCE 703 **TBS Registration:** 001461 **Bank Number:** PSC PCE 718

Shared Mediators Program

Description: This bank may contain requests for mediation services, profiles of mediators and co-mediators, curriculum vitae, evaluations of the mediators and co-mediators. **Class of Individuals:** Applicants from the public service who wish to participate in the Shared Mediators Program and qualified Mediators and Co-mediators accepted in the Program. **Purpose:** This bank exists to maintain an inventory of trained and experienced mediators and of co-mediators from participating departments and agencies and to provide their services upon request to departments and agencies of the federal government to attempt to resolve a case of harassment or conflict in the workplace. **Consistent Uses:** The information is used so that the services of mediators and co-mediators be referred to departments and agencies of the federal government to help resolve a case of harassment or conflict in the workplace. It is also used for statistical purposes. **Retention and Disposal Standards:** Paper records on Mediators and Co-mediators remain active while participating in the Program. Paper records on Mediators and Co-mediators who no longer participate in the Program are kept for two (2) years as inactive and then destroyed. Paper records on mediation service requests are kept two (2) years as inactive from completion of service and then destroyed. Computerized records are retained indefinitely for statistical purposes. **RDA Number:** 2001/025 **Related to PR#:** PSC AIB 010 **TBS Registration:** 005182 **Bank Number:** PSC PCE 782

Special Measures Program Participants (Ceased in 1998)

Description: This bank may contain information concerning the on-the-job training assignments of participants to the Special Measures Program, including the Access Program, the Visible Minority Employment Program, the National Indigenous Development Program, Northern Careers Program and the Non-

Traditional Occupations Program for Women (e.g. trainee identification, training status, letters of agreement, training plans, release of medical/psychiatric authorization forms, position descriptions, training evaluations, letters of offer, reports on staffing transactions as well as post-training employment details, including follow-up dates and results). The hardcopy files or official files are retained by the PSC regional offices. Copies of the files may also be retained in the records of participating departments. **Class of Individuals:** Individuals participating in the Special Measures Program, including the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and the Non-Traditional Occupations Program for Women. **Purpose:** The bank exists in accordance with Treasury Board authority 789462 to record information on participants in the Special Measures Program. **Consistent Uses:** The bank is used to monitor the progress of participants and to measure the effectiveness of each initiative/program, as well as for statistical and management information reports prepared for the Public Service Commission, Treasury Board Secretariat, federal government departments and employment equity committees. **Retention and Disposal Standards:** Records are retained for five (5) years after the participant has completed the assignment, after which they are destroyed. Machine readable records are retained for twenty five (25) years and then destroyed. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 030 and PSC SPB 040 **TBS Registration:** 002297 **Bank Number:** PSC PCE 758

Staffing Consultant Certification

Description: This bank may contain individual files which include recommendations from departments for Staffing Certification including information on previous personnel studies and work experience, staffing knowledge examination results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments. Part of the above information is also recorded on a computerized inventory. **Class of Individuals:** Staffing consultants of the public service. **Purpose:** This bank exists to record and provide information on the certification of staffing consultants as it relates to the exercise of staffing authority delegated pursuant to section 6(1) of the Public Service Employment Act. **Consistent Uses:** This bank is used to provide information in support of the certification of staffing consultants. It is also used to prepare various reports and statistical analyses and for more general administrative purposes such as the planning of training and development programs in staffing and for the preparation of reports related to those programs. **Retention and Disposal Standards:** Records are retained for two (2) years after the date of certification. The computerized record is maintained indefinitely as a

record of who is certified. **RDA Number:** 2001/025
Related to PR#: PSC SPB 050 **TBS Registration:**
 001464 **Bank Number:** PSC PCE 721

Statutory and Regulatory Priorities

Description: This bank may contain basic personal data: statutory or regulatory data together with results of referrals made to departments. The priority types include: leave of absence, minister's staffs, layoff, surplus, reinstatement, relocation of spouse, employees who become disabled, and certain members of the Canadian Forces and the RCMP. Information exists in hardcopy and computerized form. **Class of**

Individuals: Public servants and other persons who have a statutory or regulatory priority for appointment.

Purpose: This bank exists in accordance with sections 29, 30 and 33 of the Public Service Employment Act and sections 34 to 43 of the Public Service Employment Regulations to provide information relating to individuals with statutory or regulatory priority for appointment. It exists in accordance with various Public Service Commission policies to provide information relating to individuals with a priority for appointment.

Consistent Uses: This bank is used to identify those individuals with a statutory or regulatory priority for appointment purposes and to engage in job searching activities on their behalf. Ad hoc reports are regularly provided to Treasury Board, departments, unions and PSC management for monitoring and statistical purposes. **Retention and Disposal Standards:** Hard copy records are retained for five (5) years from the date the individual's priority status is terminated, after which the records are destroyed. Some information in the computer files is kept indefinitely. **RDA Number:** 2001/025 **Related to PR#:** PSC SPB 033 **TBS Registration:** 001452 **Bank Number:** PSC PCE 709

Particular Banks

Accounts Payable and Receivable

Description: This bank may contain information on witness expenses, merit awards, long distance telephone call payments, suggestion awards, reimbursements, salary adjustments and pay. **Class of Individuals:** Departmental employees who have been involved in financial transactions of any kind with the Public Service Commission. **Purpose:** The information is required to pay employees, collect monies due and keep a record of financial transactions related to accounts payable and receivable. **Consistent Uses:** The information is used also for statistical reporting and analysis purposes. **Retention and Disposal Standards:** Records are retained for six (6) years and then destroyed. **RDA Number:** 99/004 **Related to PR#:** PSC CMB 914 **TBS Registration:** 002413 **Bank Number:** PSC PPE 815

Flexibility EX and Special Assignment Pay Plan Positions

Description: This bank may contain agreements between the employee and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, approval forms, and a curriculum vitae as required. **Class of Individuals:** Public servants employed by the Public Service Commission in overfill situations at the EX level, and employees of other groups who are employed under the Special Assignment Pay Plan (SAPP). **Purpose:** This bank exists to record and control the EX overfill and SAPP situations in the Public Service Commission.

Consistent Uses: This bank is used to administer and maintain data on the EX overfill and SAPP situations in the Public Service Commission. It is also used to report general data to PSC management and Treasury Board as required. **Retention and Disposal Standards:** Records are retained for a period of two (2) years, and then destroyed. **RDA Number:** 98/005 **Related to PR#:** PSC 925 **TBS Registration:** 001486 **Bank Number:** PSC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Electronic Network Monitoring Logs

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Public Service Integrity Office

Chapter 119

Central Bank

Case Review and Investigation Files

Description: Records in this bank consist of information received from employees of the Public Service and others alleging that wrongdoing has been or is being committed in the workplace. The files may also contain personal information on third parties of the public who are part of the investigations. The files consist of general information collected in the process of investigations and necessary to administer the files.

Class of Individuals: This bank applies to employees of the Public Service listed in Schedule I Part I of the PSSRA, witnesses and other parties to the complaint.

Purpose: The purpose of this bank is to collect information to assess the nature of the alleged wrongdoing, initiate investigations, review evidence and produce findings and recommendations.

Consistent Uses: Information is used for research and statistical purposes to identify and substantiate behavioural and systemic problems, to detect trends, and contribute to recommendations leading to improvements in the welfare and governance of the federal government of Canada. For the purpose of doing an investigation or resolving the matter, which was “disclosed” to the Public Service Integrity Office, the personal information may be disclosed. The name of the individual making the disclosure will only be communicated if required. If

this is the case, the individual having made the disclosure will be informed before the disclosure is made. The process of confidentiality is subject to the Privacy Act. When dealing with an issue of a systemic nature no personal information will be communicated to the institution concerned. In some cases, during an investigation or through the disclosure itself, the Public Service Integrity Officer may determine that other avenues may be more appropriate to address the matter and consequently, may report it to other authorities having the powers to investigate under federal, provincial and municipal statutes. **Retention and Disposal Standards:** The Office is currently developing a retention schedule. **TBS Registration:** 005366 **Bank Number:** PSIO PCE 700

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Note: Information on the employees of the Public Service Integrity Office is held by the Treasury Board of Canada Secretariat.

Public Service Staff Relations Board

Chapter 120

Central Banks

Applications for Extension of Time

Description: This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board. **Class**

of Individuals: Individuals employed in the federal public service or Parliament who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding.

Purpose: The purpose of this bank is to record, for determination by the Board, applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding.

Consistent Uses: To support decisions made by the Board concerning applications for extension of time.

Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after

decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 110 **TBS Registration:** 000776 **Bank Number:** SRB PCE 705

Complaints - Canada Labour Code - Part II

Description: This bank contains complaints from employees against employers for allegedly taking action against them because they exercised their rights under Part II of the Canada Labour Code. **Class of**

Individuals: Individuals employed in the federal public service. **Purpose:** The purpose of this bank is to record the determination of the Board on the complaints of employees. **Consistent Uses:** To support decisions made by the Board as to whether or not the employer has taken action against an employee for having exercised any right under Part II of the Canada Labour Code. **Retention and Disposal Standards:** Case

files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 30 years, and then transferred to the National Archives of Canada for archival purposes.

Related to PR#: SRB OSR 150 **TBS Registration:** 001881 **Bank Number:** SRB PCE 709

Complaints of Unfair Labour Practices

Description: This bank contains complaint forms, replies to complaints, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have lodged a complaint against an employer or employee organization for failure to comply with specific regulations, procedures or decisions of the Board. **Purpose:** The purpose of this bank is to record, for determination by the Board, complaints that an employer or an employee organization has failed to give effect to any provision of an arbitral award, to a decision of an adjudicator, or has contravened certain provisions of the Public Service Staff Relations Act or its regulations, or the Parliamentary Employment and Staff Relations Act or its regulations, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, a breach of the duty of fair representation. **Consistent Uses:** To support decisions made by the Board concerning complaints of unfair practices. **Retention and Disposal Standards:** Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 060 **TBS Registration:** 000774 **Bank Number:** SRB PCE 703

Consent to Prosecute

Description: This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the Public Service Staff Relations Act. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition contained in certain sections of the Public Service Staff Relations Act or the Parliamentary Employment and Staff Relations Act. **Consistent Uses:** To support decisions made by the Board regarding applications for consent to prosecute. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are

microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

RDA Number: 85/013 **Related to PR#:** SRB OSR 105 **TBS Registration:** 000778 **Bank Number:** SRB PCE 707

Decisions of Safety Officers

Description: This bank contains referrals to the Board of decisions of safety officers concerning the refusal of an employee to work because of an alleged danger. **Class of Individuals:** Individuals employed in the federal public service who requested that a decision made by a safety officer be referred to the Board. **Purpose:** The purpose of this bank is to record the determination of the Board with respect to its inquiry into the circumstances of the decision of the safety officer, including the reasons for such a decision. **Consistent Uses:** Effective September 30th, 2000, the Public Service Staff Relations Board is no longer collecting this information. Labour Canada under Human Resources Development Canada is now responsible for this section of the Act. The information was to support decisions made by the Board, following its inquiry into safety officers' decisions as to whether or not an alleged danger existed. **Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 30 years, and then transferred to the National Archives of Canada for archival purposes. **Related to PR#:** SRB OSR 145 **TBS Registration:** 001880 **Bank Number:** SRB PCE 710

Complaint/Grievance Mediation

Description: This bank contains requests for mediation services, replies to requests, notice of meetings and status reports. **Class of Individuals:** Individuals employed in the federal public service and parliamentary employees. **Purpose:** The purpose of this bank is to record the administrative steps of the mediation process. **Consistent Uses:** This bank is used to record and provide information on requests. **Retention and Disposal Standards:** Records are retained for 4 years and then destroyed. **Related to PR#:** SRB OSR 179 **TBS Registration:** 005254 **Bank Number:** SRB PCE 701

Determination of Designated Positions

Description: This bank contains lists of positions considered as «designated» positions, notice of hearings, decisions rendered by the Board and lists of «designated» employees. **Class of Individuals:** Individuals employed in the federal public service who are deemed «designated» employees, that is, having duties considered to be necessary in the interest of the safety and security of the public. **Purpose:** The

purpose of this bank is to record, for determination by the Board, objections by bargaining agents of proposals of the employer to consider certain employees or classes of employees in a bargaining unit as «designated» employees. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public. **Consistent Uses:** To support decisions made by the Board regarding the determination of federal public service positions as being «designated» positions. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 080 **TBS Registration:** 000779 **Bank Number:** SRB PCE 708

Objections to Managerial and Confidential Exclusions

Description: This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board. **Class of Individuals:** Individuals employed in a managerial and/or confidential capacity with the federal public service or with Parliament. **Purpose:** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity. **Consistent Uses:** To support decisions made by the Board concerning the exclusion of persons from bargaining units. **Retention and Disposal Standards:** Files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 075 **TBS Registration:** 000773 **Bank Number:** SRB PCE 702

References of Grievances to Adjudication

Description: This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service and parliamentary employees who have referred grievances to the Board. **Purpose:** The

purpose of this bank is to record, for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions and, effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, termination of employment on grounds other than discipline.

Consistent Uses: To support decisions made by the Board concerning adjudicable grievances. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 065 **TBS Registration:** 000772 **Bank Number:** SRB PCE 701

Requests for Review of Decisions

Description: This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed with the Board a request to review, amend, alter or vary any decision made by the Board. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made pursuant to section 27 of the Public Service Staff Relations Act or section 17 of the Parliamentary Employment and Staff Relations Act for the Board to review, rescind, amend, alter or vary any decision or order made by it. **Consistent Uses:** To support decisions made by the Board concerning requests to review decisions. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RDA Number:** 85/013 **Related to PR#:** SRB OSR 050 **TBS Registration:** 000777 **Bank Number:** SRB PCE 706

Revocation of Certification of Bargaining Agents

Description: This bank contains applications for revocation of certification, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament, who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining agents. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons under section 42 of the Public Service Staff Relations Act or section 29 of the Parliamentary Employment and Staff Relations Act for a declaration that the bargaining agent no longer represents a majority of employees in a particular

bargaining unit. **Consistent Uses:** To support decisions of the Board concerning applications for revocation of certification of bargaining agents.

Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. **RD Number:** 85/013 **Related to PR#:** SRB OSR 025 **TBS Registration:** 000775 **Bank Number:** SRB PCE 704

Particular Banks

Appointment of Arbitrators and Adjudicators

Description: This bank contains information relating to the appointment of individuals as arbitrators and adjudicators to the Board. **Class of Individuals:** Past and present arbitrators appointed by the Board and adjudicators appointed by Order-in-Council. **Purpose:** The purpose of this bank is to retain information on the appointment of individuals as arbitrators or adjudicators. **Consistent Uses:** This bank is used to record and provide information on appointees. **Retention and Disposal Standards:** Records are retained for 25 years after the termination of employment and then destroyed. **Related to PR#:** SRB OSR 155 **TBS Registration:** 002186 **Bank Number:** SRB PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Chapter 121

Central Banks

Crown Housing Records

Description: This bank contains information relating to federal employees occupying or waiting to occupy Crown-owned or administered housing. **Class of Individuals:** Federal employees. **Purpose:** Information in this bank is used for the administration of federal living accommodation. **Retention and Disposal Standards:** This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records. **RD Number:** 79/008 **Related to PR#:** PWC PWC 040 **TBS Registration:** 000713 **Bank Number:** PWGSC PCE 701

Insurance Application Cards

Description: This bank contains the locations, pay list numbers, dates of birth, coverage desired,

superannuation numbers and names of dependents insured, for all federal government employees and pensioners who are members of the various plans. Cards are maintained only for optional participants of Disability Insurance. **Class of Individuals:** All employees of the federal government and pensioners who are members of the various plans. **Purpose:** To provide coverage, verify eligibility and support claims under the Public Service Health Care Plan, the Public Service Management Insurance Plan, the Disability Insurance Plan and the Post-Retirement Life Insurance Plan. DND data held in DND PPE 859 Pension file. RCMP data held in CMP PPE 802 RCMP member service records. **Retention and Disposal Standards:** Records are destroyed one year after death of employee. **RD Number:** 86/001 **TBS Registration:** 001375 **Bank Number:** PWGSC PCE 703

Public Service Pay Systems

Description: This bank contains information on pay, pension plan, allowances and deductions necessary for the disbursement of pay for federal government employees and pensioners. This bank also includes the personnel record identification number as well as contract numbers for effecting various deductions. The bank may also include garnishee orders or orders of attachment and orders for diversion of funds. **Class of Individuals:** Federal public servants. **Purpose:** The purpose of this bank is to make payment of salaries and allowances and to effect retention of deductions. The social insurance number is mandatory for identification purposes as required by the Income Tax Act and Regulations, by parts of the Canada Pension Plan, and the Employment Insurance Act. **Consistent Uses:** Information enables the audit, reconciliation and validation of accounts. It is also used for reports, and in the verification of pay cheques and related statements, in the recovery of debts due the Crown and in the preparation of statistical reports and information sheets for related systems. **Retention and Disposal Standards:** Records for employees are destroyed when the employee has reached 70 years of age or one year after the employee's death. **Related to PR#:** SSC ROD 090 **TBS Registration:** 002596 **Bank Number:** PWGSC PCE 705

Public Service Pensions Data Bank

Description: This bank is composed of automated and manual files containing instruments of appointment, the vital statistics, documents, elections, notices, calculations, correspondence, service records, geographic locations, pension benefits, Supplementary Death Benefit (SDB) coverage and beneficiary documentation, insurance information, and data on the service deductions and recent payments issued for pensioners under the Public Service Superannuation Act and the Supplementary Retirement Benefits Act, for annuitants under old pension acts and for their survivors. **Class of Individuals:** Federal public servants and former federal public servants and their survivors under the Public Service Superannuation Act and annuitants under old pension acts. **Purpose:** To assess eligibility to contribute, to calculate cost of prior service, to store employment records, to calculate retirement and survivor pensions, to respond to enquiries, to issue pension payments, to inform recipients of changed pension entitlements or deductions, to collect financial information as evidence of financial hardship in order to adjust repayment scheme, to deduct and remit deductions and premiums to Revenue Canada, Revenue Quebec, underwriters, etc., to support mailing activities for insurances, Canada Savings Bonds, United Way, policy changes (equalization payments), medicare rebates, annual notice of pension increases and tax changes, etc., FSNA (pensioner associations), to determine dental plan eligibility, to determine SDB beneficiary and for statistical

purposes. **Consistent Uses:** The information contained in this bank may be used for statistical research purposes, for employee benefit statements, for verifications of pension coverage with DND PPE 859 Pension file, RCMP PPE 802 RCMP Member Service Records and NHW PPU 155 Canada Pension Plan Computer Master Data bank, and Quebec Pension Plan, and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. **Retention and Disposal Standards:** Records are destroyed two years after all actions are completed. Processing tapes are reused within one year. **RD Number:** 86/001 **TBS Registration:** 001374 **Bank Number:** PWGSC PCE 702

Particular Banks

Appointments – Crown Corporations

(Under the responsibility of Transport Canada as of August 6, 2002)

Competency Profile Assessment

Description: This bank describes an assessment in terms of knowledge, skills and abilities (business competencies) which are valued by the Department's sectors, lists them beside the appropriate training and development courses and then associates them with each employee's needs in their present position as well as for career development. This information is then captured in a learning plan for each employee. **Class of Individuals:** Employees working for the Departments. **Purpose:** The purpose of this bank is to maintain and identify information training needs of each employee and the supervisor regarding the training and development activities, in terms of training priorities, allocation of training time and costs. **Retention and Disposal Standards:** Records are retained for two years from the last administrative activity. **TBS Registration:** 004243 **Bank Number:** PWGSC PPE 835

Employee Takeover Initiative

Description: This bank contains confidential personal information on employees who have submitted an Expression of Interest to the Deputy Minister of Public Works and Government Services Canada. The bank contains names, addresses, place of work and responses prepared to these individuals. It also contains responses to inquiries on the Employee Takeovers. **Class of Individuals:** Public Works and Government Services Canada Employees. **Purpose:** This bank exists to provide for the maintenance of an inventory of employees who have applied for Employee Takeovers within Public Works and Government Services Canada. **Retention and Disposal Standards:** This information will be retained for the duration of the Government policy on Employee Takeovers, a minimum of two years. **Related to PR#:** PWGSC XXX 005 **TBS Registration:** 004013 **Bank Number:** PWGSC PPE 820

Informal Conflict Resolution for UCS Issues

Description: This personal information bank contains information on employees who filed requests for informal conflict resolution related to the implementation of the Universal Classification Standard (UCS). The information is collected from forms completed by the employees which contain the name of the employee, his/her personal record identifier, any special needs, the details of the employee's position as well as the reasons which led the employee to file a request for informal conflict resolution. Information is also collected from an Informal Conflict Resolution Report which provides information on the methods and results of the Informal Conflict Resolution process for each individual request.

Class of Individuals: Employees working for the Department of Public Works and Government Services Canada. **Purpose:** To record information on requests for informal conflict resolution related to the implementation of the Universal Classification Standard, resources used to resolve each conflict and the result of the process in each case. **Retention and Disposal**

Standards: Records are retained for three years following the date of resolution or date of decision, then destroyed. **TBS Registration:** 005071 **Bank**

Number: PWGSC PPE 840

Parking

Description: Information held in this Bank includes employee name, address, telephone number, payroll number, Personal Record Identifier (PRI) number, car, make and model and license plate number. **Class of Individuals:** Federal employees. **Purpose:** The information is gathered from employees wishing to apply for PWGSC parking. **Consistent Uses:** Information is required to commence, end or amend parking payroll deductions. **Retention and Disposal**

Standards: Retained for three years following the employee cancelling or relinquishing parking privileges. **Contact:** Manager, Operations Support, Real Property Services Branch. **TBS Registration:** 003745 **Bank**

Number: PWGSC PPE 810

Special Audit Investigation Records

Description: Information in this bank is a record of special audits commissioned by the Deputy Minister relating to activities of employees who have been questioned. It also contains the names of employees being investigated and the results of the investigation.

Class of Individuals: Employees being investigated.

Purpose: This bank is used to inform the Deputy Minister and the RCMP of suspected criminal activity.

Consistent Uses: Information in this bank may be shared with the RCMP. **Retention and Disposal**

Standards: Information is maintained for six years.

TBS Registration: 000714 **Bank Number:** PWGSC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Workplace Day Care

Quebec Port Authority

Chapter 122

The Quebec Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Royal Canadian Mint

Chapter 123

Particular Banks

Attendance and Leave

Description: This bank contains absence reports and leave applications, all of which include correspondence about the individual's attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to support administration of employee attendance and leave within the RCM. **Consistent Uses:** To record attendance and authorize leave. The information is also used to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Records are destroyed two years after the expiry of the fiscal year.

TBS Registration: 002266 **Bank Number:** RCM PPE 805

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning real, potential and apparent conflict of interest situations; and investigation reports and correspondence about apparent, potential and actual employee conflicts between the private interests or holdings of employees and their official duties. In addition, the bank contains information relating to post-employment situations which are not in the public or the Mint's interest. **Class of Individuals:** This information relates to Mint employees. **Purpose:** The purpose of this bank is to maintain information about apparent, potential and actual conflict of interest situations for employees of the Mint. **Consistent Uses:** To record apparent and potential conflicts of interest and post-employment concerns and to resolve any conflicts. **Retention and Disposal Standards:** Two

years after the apparent or potential conflict of interest no longer exists or the actual conflict of interest has been resolved, the records are destroyed. **TBS**

Registration: 003360 **Bank Number:** RCM PPE 802

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in the RCM and to determine the need for and nature of disciplinary actions. **Consistent Uses:** This information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. **Retention and Disposal Standards:** The retention period for notices of disciplinary action, including notices attached to the Employee Personnel Record, is that specified in applicable collective agreements or, where no such agreement exists, two years following the date of disciplinary action, provided no further disciplinary action has been recorded. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation concerning the action is immediately destroyed. **TBS Registration:** 002269 **Bank Number:** RCM PPE 808

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical

disability, or form part of a visible minority. **Class of Individuals:** The information relates to employees of the RCM. **Purpose:** This bank provides documentation for the implementation of the employment equity policy at the Mint. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally disabled persons), and, in some instances, by visible minority. **Consistent Uses:** This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within the Mint and with their counterparts in the general labour market. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the Mint. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** Records are destroyed two years after the expiry of the fiscal year. **TBS Registration:** 003361 **Bank Number:** RCM PPE 803

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to record information used through all levels of the grievance procedure. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels of the grievance procedure. **Retention and Disposal Standards:** Two years following date of resolution the records are destroyed. **TBS Registration:** 002268 **Bank Number:** RCM PPE 807

Labour Time Reporting - Computerized Employee Master File

Description: Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information. **Consistent Uses:** This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate pay input data for the Royal Bank payroll system and to maintain permanent employee data. **Retention and Disposal Standards:**

The information is retained for two years. Termination of this bank is indefinite. **TBS Registration:** 003362 **Bank Number:** RCM PPE 801

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service and Crown corporations, to document and support decisions pertaining to official languages qualifications and language testing and to document the training needs and accomplishments of employees. **Consistent Uses:** The information is used to support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official languages programs. **Retention and Disposal Standards:** Two years after last documentation the records are destroyed. **TBS Registration:** 002267 **Bank Number:** RCM PPE 806

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skill, abilities, accomplishments and interests. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the RCM, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, and terminations. **Consistent Uses:** This information is used to support decisions regarding promotions, transfers, demotion, discipline and termination of employment. **Retention and Disposal Standards:** Records are destroyed after five years. **TBS Registration:** 002270 **Bank Number:** RCM PPE 809

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; staffing grievances documents; rating board assessments; including

evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of the RCM and job applicants who are members of the general public. **Purpose:** This bank provides a record of the information used in staffing positions in the Royal Canadian Mint.

Consistent Uses: To select candidates, staff positions and set up inventories of applicants for future reference. The information is also used in the course of grievance procedures relating to appointments and promotions. When requesting access, competition number, where applicable, should be quoted. **Retention and**

Disposal Standards: The records are retained for two years after a staffing action is concluded, or two years after any other administration action, at which time the records are destroyed. **TBS Registration:** 002265

Bank Number: RCM PPE 804

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Royal Canadian Mounted Police

Chapter 124

Particular Banks

Auxiliary Police

Description: This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security clearance information may also be included. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served as auxiliary police.

Purpose: Compiled in the employment process of applicants for auxiliary police. **Consistent Uses:** This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records) and the Kit and Clothing System. All linkages for the purpose of

administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RDA Number:** 2000/30 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001021 **Bank Number:** CMP PPE 809

Employment Equity Program

Description: This bank contains personal information on regular and civilian members, special constable members, and applicants to the RCMP for the purpose of determining the level of participation of visible minority groups in accordance with subsection 16(1) of the Canadian Human Rights Act (special program). Information includes whether a member or applicant is aboriginal, caucasian or non-caucasian; ethnicity, disability, if any. Information described in the employment equity program will be held at RCMP headquarters in Ottawa and is restricted to those dealing with employment equity programs. In addition to the requirements indicated on the Personal Information Request Form, members are asked to provide their full name and regimental number. RCMP

applicants must provide their full name only. **Class of Individuals:** Regular, civilian and special constable members, and applicants to the RCMP. **Purpose:** Data is collected to provide a comprehensive picture of members by target group status (e.g., aboriginal people, handicapped persons) and members of visible minority groups. This information is used to compile a personnel profile of members and applicants in order to identify the participation rates of target group members as compared with non-target group members, and to set objectives for visible minority participation within the RCMP, under the authority of the employment equity Act. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce measures to ensure that target groups participate, and are equitably represented, in the RCMP. It may be used for policy and planning purposes related to employment equity. This information may also be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Information in this bank may be maintained in hard copy files as well as automated format such as PARADE (Personnel Administration Research And Development). Records are retained for a minimum of three calendar years after the date of last correspondence. **RDA Number:** 86/001 **TBS Registration:** 002103 **Bank Number:** CMP PPE 818

Medical Records of RCMP Members and Other Persons Applying to Serve in Foreign Policing Responsibilities

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular members, special constable members, or civilian members and other persons involved in foreign policing responsibilities. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at public expense and also contains records of persons utilized in foreign policing responsibilities. Medical records contain correspondence, reports and forms dealing with

hospitalization, surgery, medical and dental services, psychiatric and/or psychological testing, physical fitness testing and results, services under the Member Assistance Program and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. The social insurance number may also be included on medical records/documents received from the Department of National Defence Canadian Forces Medical Services on members who have received medical treatment/services from that department. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental, public service or badge number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Medical information may also be included in the Personal Information Index under the Department of Veteran Affairs. **Class of Individuals:** Serving and former regular members, special constable members and civilian members of the RCMP and their immediate families or immediate relatives and persons who applied and/or served in foreign policing responsibilities.

Purpose: To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular members, special Constable Members and civilian members where their mental or physical condition is a determining factor: entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds. Medical information will be used to determine suitability to serve in foreign policing responsibilities. While the social insurance number is not required by and/or used by the RCMP, the Canadian Forces Medical Services require it for patient identification and accounting purposes. **Consistent Uses:** Medical files are used by the OIC National Health Services Policy Centre (NHSPC) or the Regional or Divisional Health Services Personnel (R-DHSP) to assess members' suitability to perform various duties, including service in foreign policing responsibilities; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a

determining factor; determine entitlement to treatment and sick leave benefits; eligibility for insurance coverage; determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: RCMP Superannuation Act, section 27, RCMP Pension Continuation Act, section 5) and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of the R-DHSP or the NHSPC exceptional circumstances exist or where the safety of the public or co-workers may be jeopardized, to medical practitioners for continuity of treatment, to physicians and psychologists appointed as a Medical Board and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis and may be used for linking with the following system: RCMP PARADE, FARS and HSIS: All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained at least until file subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RD Number: 2000/30 Related to PR#:** CMP CMP 922 **TBS Registration:** 001020 **Bank Number:** CMP PPE 808

Personnel Files on Municipal Employees Serving the RCMP

Description: The bank contains personal information on municipal employees who are working or who have worked for the RCMP under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the RCMP, i.e.: personal history forms for employment, security screening data, starting salary, pay certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served the RCMP as municipal employees. **Purpose:** Compiled in the employment process of applicants. The social insurance number is collected for the purpose of maintaining financial employment records. **Consistent Uses:** This bank is used to make decisions on hiring

and continued service. This information may be matched with the following information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RD Number: 2000/30 Related to PR#:** CMP CMP 918 **TBS Registration:** 001023 **Bank Number:** CMP PPE 811

Police Casuals/Temporary Civilian Employees

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as police casuals. Information in this bank provides a chronological overview of the individual's service in the RCMP and contains application forms for employment, security screening data, salary information, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served as police casuals/temporary civilian employees. **Purpose:** Compiled in the employment process of applicants for police casual/temporary civilian employees. The social insurance number is collected for the purpose of maintaining financial employment records. **Consistent Uses:** This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the National Archives of Canada, National Personnel Records Centre for retention until the subject of the file reaches the age of 70 years. **RD Number: 2000/30 Related to PR#:** CMP CMP 918 **TBS Registration:** 001022 **Bank Number:** CMP PPE 810

RCMP General Administrative Records

Description: This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service firearm registrations, identification cards, building passes and parking permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved. Serving members must indicate the location of the material they wish to access. **Class of Individuals:** This bank contains personal information on individuals who are or have been employed by the RCMP under a contract of services or a contract for services.

Purpose: This information is used for the internal administration of the RCMP. **Consistent Uses:** This information is also used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member's Pay Records (CMP PPE 806), clothing and kit System and RCMP Parade System as a locator. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of Kit and Clothing, the records are retained for twelve months after the transaction took place and retained on backup tape for an additional four years, after which it is disposed of. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RDA Number:** 78/001 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001019 **Bank Number:** CMP PPE 807

RCMP Member Conflict of Interest and Post Employment Code

Description: The bank will contain documents indicating that a member has requested permission as per Commissioner's Standing Orders to participate in an outside activity. Also included are investigations reports and correspondence dealing about potential and actual conflicts between the private interest of a member and the member's official duties and responsibilities. **Class of Individuals:** All members of the RCMP. **Purpose:** The purpose of this bank is to identify potential and actual conflict of interest situations for members of the RCMP, to record potential conflicts of interest. **Consistent Uses:** The information is used to resolve

situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment, if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post employment compliance measures apply is in compliance. This has an impact on a current member's ability to deal with the former member. This information may also be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained by the RCMP for the duration of employment plus two years, after which time records are destroyed. **RDA Number:** 86/001 **TBS Registration:** 002102 **Bank Number:** CMP PPE 815

RCMP Member Discipline and Quashed Discipline Records

Description: This bank contains personal information on regular and civilian members as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. Discipline and quashed discipline files can contain the following service investigation and Code of Conduct (Part IV) investigations reports which warrant disciplinary action being taken: cautionings, warnings, service court and adjudication board proceedings, formal and informal disciplinary action, appeals, boards and related correspondence: suspensions; quashed rulings; records relating to statutory offenses by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP PPU 085; court decisions and appeals; correspondence concerning alleged misconduct: compulsory discharge material resulting from misconduct and criminal offenses including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offenses may be located in Bank CMP PPE 801, RCMP Member Personnel Records or CMP PPE 802 — RCMP Member Service Records. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access.

Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS). **Class of Individuals:** Regular and civilian members, as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. **Purpose:** This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, adjudication board sanctions, formal and informal disciplinary action, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions. **Consistent Uses:** The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to inquire into grievances and investigate complaints against the RCMP or its members. Disciplinary measures taken against a member following a complaint of harassment may be disclosed to the complainant in the case of a founded complaint. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code); and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: These files are retained by the RCMP at least until the subject of the file reaches the age of 70 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RDA**

Number: 2000/30 **Related to PR#:** CMP CMP 926

TBS Registration: 001017 **Bank Number:** CMP PPE 805

RCMP Member Grievance Records

Description: This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members as well as special constable members of the RCMP. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should

identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS). **Class of Individuals:** This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP. **Purpose:** This information is used by the RCMP in resolving grievances and appeals which are submitted under Part III of the RCMP Act or under an alternative process of redress allowed by that part. **Consistent Uses:** This information may also be used for research, training, planning, evaluation and statistical purposes and by the RCMP External Review Committee to inquire into grievances. This information may be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RDA Number:** 2000/30 **Related to PR#:** CMP CMP 926 **TBS Registration:** 001016 **Bank Number:** CMP PPE 804

RCMP Member Personnel Records

Description: Information in this bank provides an overview of the member's service. The file contains such material as basic recruit training results (LAN computer system), training assessments, recommendations for promotion and transfer, personal interview reports and appraisal reports, PARADE personal record (form 816), information pertaining to personnel gathered during the Officer candidate program, guidance and advice, outstanding debts, compassionate transfers, commendations, awards, notification of shortcomings and related documents, language results, linguistic profiles. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. Training assessments may also be maintained in bank CMP PPU 080. In addition to the

requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. As well, supplementary files are also retained at Headquarters and divisions on individuals who have successfully completed an undercover course and have been given by Headquarters an Operator's number. If you wish to access these records, advise as to whether you were trained as an undercover operator and/or given an operator number. Also indicate in which Division/Unit the records are retained. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Official Languages Information System (OLIS), the RCMP Office Support System (ROSS).

Class of Individuals: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. **Purpose:** The bank is used to make decisions on promotion, postings and continued service. **Consistent Uses:** This information may also be used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RDA Number:** 2000/30 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001013 **Bank Number:** CMP PPE 801

RCMP Member Service Records

Description: Information in this bank provides a chronological overview of the member's service. The file contains such things as application and engagement documents, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions

and discharge documents, warrants of appointment, Certificate of Security Clearance as well as the social insurance number, obtained under the authority of federal legislation to administer the Canada Pension Plan, the Unemployment Insurance Act, and the Income Tax Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. **Purpose:** This information, including social insurance numbers, is used for the internal administration of the RCMP and its benefit program. **Consistent Uses:** This information may be used for research, planning, evaluation and statistical purposes. CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 803 — (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department. **Retention and Disposal Standards:** Information in this bank is retained at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RDA Number:** 2000/30 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001014 **Bank Number:** CMP PPE 802

RCMP Selection Committee Proceedings/Staffing Action Files/Officer Candidates Development Process Assessments

Description: This bank contains career resumes, performance indicators, recommendations of Selection Committee or assessment boards, results of promotional exams and promotional boards interviews, data on positions being staffed, personnel selection comparison charts and job descriptions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Development Process Interview Board must be provided. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as "The test information bank". **Class of Individuals:** Information in this category is maintained on all constables, non-commissioned officers, special constables, special constable members and civilian members who wrote the promotional exams and/or appeared before a Promotional Board or who have been considered for promotional transfers by the Selection Committee or who have appeared before Officer Candidate Development Process Boards for commissioned rank and all officers, civilian members and special constables, special constable members or officer equivalent who have been considered for promotion by the Commissioner or his delegate. **Purpose:** This information is used to select candidates for promotion and appointment to commissioned rank and staff positions in review of Grievances arising from these actions. **Consistent Uses:** This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records in this category are maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the

control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **RDA Number:** 2000/30 **Related to PR#:** CMP CMP 920 **TBS Registration:** 001015 **Bank Number:** CMP PPE 803

RCMP Member's Pay Records

Description: Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, Benefit Trust Fund requests records and related matters, including correspondence with the ministry of Public Works and Government Service Canada which operates the service payroll system. The social insurance number is used and therefore recorded in this bank as requested by Revenue Canada. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Living Accommodation Charges Directives System (LACDS). **Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as employees other than Public Service employees. **Purpose:** This information is used for the internal administration of the RCMP and its benefit program. A mailing list is maintained in conjunction with Public Works and Government Services Canada for pension purposes. The social insurance number is used in the reporting of earnings and deductions on T-4 and Slip 1 forms. This data is eventually passed on to Health and Welfare Canada for the administration of the Canada Pension Plan.

Consistent Uses: This information is also used for auditing, research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member Grievance Records (CMP PPE 804); RCMP Member Personnel Records (CMP PPE 801); RCMP Member Service Records (CMP PPE 802); Zyindex a retrieval system used to store data regarding previous incidents of relocation and travel requests. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The Benefit Trust Fund requests records are retained by the RCMP for six fiscal years after final payment and for two fiscal years if the request is not approved. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be

destroyed. ***RDA Number:*** 78/001 ***Related to PR#:***
CMP CMP 925 ***TBS Registration:*** 001018 ***Bank***
Number: CMP PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
- Conflict of Interest and Post-Employment Code
- Discipline
- Employee Assistance
- Employee Personnel Record
- Employment Equity Program

- Grievances
- Harassment
- Identification and Building-Pass Cards
- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Security Clearances
- Staffing
- Training and Development
- Travel and Relocation
- Vehicle, Ship, Boat and Aircraft Accidents

Royal Canadian Mounted Police External Review Committee

Chapter 125

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
- Conflict of Interest and Post-Employment Code
- Discipline
- Employee Assistance
- Employee Personnel Record
- Employment Equity Program
- Grievances
- Harassment

- Identification and Building-Pass Cards
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Recognition Policy
- Security Clearances
- Staffing
- Training and Development
- Travel and Relocation
- Vehicle, Ship, Boat and Aircraft Accidents

Saguenay Port Authority

Chapter 126

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Employee Personnel Record
- Identification and Building-Pass Cards

- Performance Reviews and Employee Appraisals
- Security Clearances
- Staffing
- Training and Development
- Travel and Relocation

Sahtu Land & Water Board

Chapter 127

Note :The Sahtu Land & Water Board is subject to the Privacy and Access to Information Acts.

Sahtu Land Use Planning Board

Chapter 128

Note: The Sahtu Land Use Planning Board is subject to the Privacy and Access to Information Acts.

Saint John Port Authority

Chapter 129

Note : The Saint John Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Standard Banks

Please see the INTRODUCTION to this publication for the definition of the Standard Banks and a description of their content.

Attendance and Leave

Conflict of Interest and Post Employment Conduct

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Occupational Safety and Health

Official Languages

Pay & Benefits

Performance Reviews and Employee Appraisals

Staffing

Travel and Relocation

Seaway International Bridge Corporation, Ltd.

Chapter 130

Particular Banks

Bridge Passes

Description: This bank contains a record of the names of individuals, etc., to whom a bridge pass has been issued. The bank also records pass usage. **Class of Individuals:** Employees. **Purpose:** The purpose of this bank is to maintain a record of the names of individuals, etc., to whom a bridge pass has been issued.

Retention and Disposal Standards: Five years after cancellation or non-renewal. **RDA Number:** 85-001

TBS Registration: 000641 **Bank Number:** SIBC PPE 801

Sun-Life Insurance Reports

Description: This bank contains individual Seaway employee data related to insurance coverage matters.

Class of Individuals: Employees of the institution.

Purpose: Sun Life Insurance Company uses the information to establish the monthly premiums of the life, major medical and long term disability insurances.

Consistent Uses: See "Purpose" above. **Retention and Disposal Standards:** Two years. **TBS**

Registration: 002830 **Bank Number:** SIBC PPE 806

Conflict of Interest

Description: This bank contains voluntary disclosures

by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **RDA Number:** 85-001 **TBS Registration:** 000663 **Bank Number:** SIBC PPE 802

Incentive Awards

Description: This bank includes information on employees who have been identified for awards under the Federal Government's Incentive Award Plan (long service) and the Institution's Award Program (long service). Such information may include an employee number and date of entry. This bank also contains records of recipients of long service awards. **Class of Individuals:** Employees of the institution. **Purpose:** To identify individuals for awards under the Federal Government's incentive awards plan (long service) and the institution's awards program (long service). **Consistent Uses:** See "Purpose" above. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. **TBS Registration:** 002828 **Bank Number:** SIBC PPE 804

Pension Plan Records

Description: The bank contains individual data pertaining to the Pension Plan. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose is to report total remittances to superannuation fund during the year based on employee deduction. **Consistent Uses:** The Department of Supply and

Services, Superannuation Branch, insures that total deductions balance with total remittance. **Retention and Disposal Standards:** Seven years. **TBS Registration:** 002831 **Bank Number:** SIBC PPE 807

Taxation Records

Description: The bank contains individual Bridge active and some retired employees data related to salary and various deductions including taxes. **Class of Individuals:** Active and retired employees of the institution. **Purpose:** The purpose is to comply with Revenue Canada requirements. **Consistent Uses:** To determine individual Income and Taxes. **Retention and Disposal Standards:** Six years. **TBS Registration:** 002832 **Bank Number:** SIBC PPE 808

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Security Intelligence Review Committee

Chapter 131

Particular Banks

Personal Services Contracts

Description: This bank contains information on individuals who have signed personal services contracts with the Committee. the bank may contain information on the qualifications and work experience of the contractor, letters of reference, and details of the

contract. **Class of Individuals:** Individuals who currently have, or formerly had, a contract with the Committee. **Purpose:** The purpose of this bank is to maintain a record of accepted tenders for research contracts, and to issue contracts. **Consistent Uses:** The information may be used to determine terms of payments, contract extension or renewal, and other

decisions pertaining to the contract. **Retention and Disposal Standards:** Files have been retained since

the establishment of the Committee in 1984. **TBS Registration:** 003017 **Bank Number:** SIR PPE 803

Sept-Îles Port Authority

Chapter 132

Note: The Sept-Îles Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Social Sciences and Humanities Research Council of Canada

Chapter 133

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Electronic Network Monitoring Logs

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Solicitor General Canada

Chapter 134

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Standards Council of Canada

Chapter 135

Particular Banks

Attendance and Leave

Description: This bank contains absence reports and leave applications as well as physicians' certificates associated with sick leave. The information exists in automated form in personnel databases. **Class of**

Individuals: Standards Council of Canada employees.

Purpose: Information is obtained for the administration of employee attendance and leave. **Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits such as those concerning leave and termination of employment.

Retention and Disposal Standards: The records are destroyed two years after expiry of fiscal year. **Related to PR#:** SDC AFB 903 **TBS Registration:** 003025 **Bank Number:** SDC PPE 802

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Standards Council of Canada (SCC) and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in section 6, participates in activities specified in section 14 of the Code of SCC; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for SCC. **Class of Individuals:** Employees of SCC.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the SCC and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of SCC; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. **Consistent Uses:** To resolve situations of potential and actual conflicts of interest. **Retention and Disposal**

Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of

employment plus two years, after which the records are destroyed. **Related to PR#:** SCC AFB 903 **TBS**

Registration: 003209 **Bank Number:** SDC PPE 805

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with the Standards Council of Canada. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages and discipline, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; professional achievements, including publications, patents and awards; passports; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and reliability checks. The major

series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:**

Employees of the institution. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **TBS Registration:** 003027 **Bank Number:** SDC PPE 804

Reliability Checks

Description: This bank contains information gathered by the institution in conducting reliability checks on individuals applying for work within the institution by way of appointment in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational qualifications, employment, criminal records and reference checks. **Class of Individuals:** Successful candidates who have

applied for work within the institution, by way of appointment. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent Uses:** To support decisions on hiring and termination of employment. **Retention and Disposal Standards:** The information is destroyed two years after the employee leaves the institution. **Related to PR#:** SDC AFB 903 **TBS Registration:** 003026 **Bank Number:** SDC PPE 803

Training and Development

Description: This bank contains personal data including course applications and evaluations, social insurance numbers, certificates, records of fee payments and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Appraisal Bank. **Class of Individuals:** Employees of the Institution. **Purpose:** To provide documentation for the administration of training and development programs. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee. **RDA Number:** 85-001 **Related to PR#:** SCC AFB 903 **TBS Registration:** 003024 **Bank Number:** SDC PPE 801

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Deemed Employees

Description: This bank contains signed copies of contracts or memoranda of agreement; signed oaths or affirmation of secrecy; signed copies of Acknowledgment Related to the Oath of Secrecy and

the Conflict of Interest and Post-Employment Code; the name of the Division, the name of the individual and the date that the oath or contract was signed. **Class of Individuals:** Persons who have had research projects approved through the Research Proposal Review Committee for research projects to be undertaken in a Research Data Centre or through a similar peer review

process for research projects undertaken at Headquarters or in a Regional Office. **Purpose:** To maintain an inventory of contracts signed by individuals who are conducting research or have conducted research which requires access to sensitive statistical information. **Consistent Uses:** There are no other uses for this information. **Retention and Disposal Standards:** Records are retained for two years after their last administrative use. **TBS Registration:** 005102 **Bank Number:** STC PPE 810

Federal Investigative Body Requests

Description: This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements, and a record of documentation which was released. The bank exists in accordance with section 8(4) of the Privacy Act. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request. **Class of Individuals:** Employees of Statistics Canada for whom a request to disclose information has been received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements. **Purpose:** This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information and to investigate complaints made by individuals. **Consistent Uses:** There are currently no other uses for this data bank. **Retention and Disposal Standards:** Records are retained by the Access to Information and Privacy Offices for two years after the last administrative use. **RDA Number:** 78/001 **Related to PR#:** STC DAC 615 **TBS Registration:** 001603 **Bank Number:** STC PPE 802

Human Resources Inventory - Corporate Assignment - Employee

Description: This bank contains personal data such as education, areas of expertise, work experience, language skills, curriculum vitae of individual applicants on Global software and hard copy. **Class of Individuals:** Statistics Canada Employees. **Purpose:** To establish and maintain a current inventory of departmental personnel interested in assignment opportunities internal to Statistics Canada or external in another federal government department. **Consistent Uses:** Conduct searches for qualified departmental candidates for identified assignments. Information is

shared on an inter-departmental and inter-governmental level, provided consent is received from all parties involved. **Retention and Disposal Standards:** Records are kept for a period of 3 years. **TBS Registration:** 005103 **Bank Number:** STC PPE 815

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Particular Banks

Departmental Credit Card Holder Master File

Description: This bank contains information relating to employees of Status of Women Canada who are custodians of a government acquisition card (e.g. Mastercard, Visa, etc) including the following: credit card number, cardholder's name, expiration date, credit limit.

Class of Individuals: Authorized employees of Status of Women Canada. **Purpose:** To ensure that the correct acquisition card accounts are charged for purchases made by employees on behalf of the department.

Consistent Uses: The information is used to account for, and report on, departmental expenditures from acquisition cards. **Retention and Disposal Standards:** Records are retained for six fiscal years. This is in accordance with the National Archives' Multi-Institutional Disposition Authorities for common administrative records of the Government of Canada, Part 4, Comptrollership Function.

RDA Number: 99/004 **TBS Registration:** 005274

Bank Number: SWC PPE 805

Long-Term Service Awards

Description: This bank contains such records as: name, service entry dates and award distribution. **Class of Individuals:** Employees of Status of Women Canada.

Purpose: The Long-Term Service Award is the means by which Status of Women Canada acknowledges its employees' service achievements. **Consistent Uses:** To provide commemorating gifts after the appropriate number of years of service. **Retention and Disposal Standards:** Operational files are retained for a minimum of two years after the last administrative use then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. This is in accordance with the National Archives Multi-Institutional Disposition Authority on common administrative records of the Government of Canada, Part 5, Human Resources Management Function. **RDA Number:** 98/005 **TBS Registration:** 005276 **Bank Number:** SWC PPE 810

Managerial and Confidential Exclusions

Description: This bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. **Class of Individuals:** Records in this bank apply to Status of Women Canada employees excluded from collective bargaining for managerial or confidential reasons.

Purpose: The purpose of this bank is to record data on employees excluded from collective bargaining.

Consistent Uses: Used for compensation purposes and also in the event of strike actions. **Retention and Disposal Standards:** Records are retained for two years after the information has been superseded or becomes obsolete. This is in accordance with the National Archives Multi-Institutional Disposition Authorities for common administrative records of the Government of Canada, Part 5, Human Resources Management Function. **RDA**

Number: 98/005 **TBS Registration:** 005277 **Bank Number:** SWC PPE 815

Salary Management System

Description: This bank contains personal information for each employee of Status of Women Canada including the following: first and last name, occupational category and level, annual salary, employment anniversary date, and financial coding. **Class of Individuals:** Employees of Status of Women Canada which includes full-time, term, part-time, casual, students, secondments in and secondments out. **Purpose:** The Salary Management System is the department's financial record keeping system for salary management. **Consistent Uses:** It is a forecasting tool to assist managers in administering their salary and full-time equivalent resources for the current fiscal year. **Retention and Disposal Standards:** Records are retained for six fiscal years then disposed of in accordance with the National Archives Multi-Institutional Disposition Authorities for common administrative records of the Government of Canada, Part 4, Comptrollership Function. **RDA Number:** 99/004 **TBS Registration:** 005278 **Bank Number:** SWC PPE 820

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Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security clearance, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, groups, levels, titles, salaries and bonuses; superannuation and insurance, including names of beneficiaries and certificates; termination of employment and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics

is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Employees of the Corporation. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. **RDA Number:** 85/001 **TBS Registration:** 000308 **Bank Number:** CFD PPE 801

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Thunder Bay Port Authority

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Note: The Thunder Bay Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Toronto Port Authority

Chapter 141

Particular Banks

Airport Airside Restricted Area Pass (ARAP)

Description: This bank contains applications received from individuals who require access to restricted areas at the Toronto City Centre Airport. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital information, personal photographs, and Transport Canada clearance numbers. **Class of Individuals:** TPA employees and airport tenants. **Purpose:** This bank processes pass applications. **Consistent Uses:** The information in this bank would be used in the event of a breach of security. **Retention and Disposal Standards:** Applications are retained for three years after the expiry of the pass and then destroyed. **TBS Registration:** 004370 **Bank Number:** TPA PPE 800

Airport Airside Vehicle Operators Permit (AVOP)

Description: This bank contains applications received from individuals who require a permit to operate a vehicle on the grounds of the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. It also contains the practical test evaluation form for the AVOP. **Class of Individuals:** TCCA employees and airport tenants. **Purpose:** This bank processes AVOP applications. **Consistent Uses:** The information in this bank would be used in the event of suspected unauthorized vehicle use at the airport. **Retention and Disposal Standards:** Applications are retained for three years after the expiry of the pass and then destroyed. **TBS Registration:** 004371 **Bank Number:** TPA PPE 805

Airport Employee Ferry Pass

Description: This bank contains applications received from individuals who require an employee ferry pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and personal photographs. **Class of Individuals:** TPA staff, airport tenants, frequent flyers. **Purpose:** This bank processes employee ferry pass applications. **Consistent Uses:** The information in this bank would be used in the event of suspected fare evasion on the airport ferry. **Retention and Disposal Standards:** Applications are retained for one year after expiry of the pass and then destroyed. **TBS Registration:** 004372 **Bank Number:** TPA PPE 810

Airport Ferry Vehicle Pass

Description: This bank contains applications received from individuals who require a ferry vehicle pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. **Class of Individuals:** TPA employees and airport tenants. **Purpose:** This bank processes ferry vehicle pass applications. **Consistent Uses:** The information in this bank would be used in the event of suspected fare evasion on the airport ferry. **Retention and Disposal Standards:** Applications are retained for one year after expiry of the pass and then destroyed. **TBS Registration:** 004373 **Bank Number:** TPA PPE 815

Airport Parking Pass

Description: This bank contains applications received from individuals who require a parking pass for the mainland Toronto City Centre Airport parking lot. It

includes names, addresses, phone numbers and vehicle information. **Class of Individuals:** TPA employees and airport tenants. **Purpose:** This bank processes parking pass applications. **Consistent Uses:** The information in this bank would be used in the event of suspected unauthorized parking at the parking lot. **Retention and Disposal Standards:** Applications are retained for one year after expiry of the pass and then destroyed. **TBS Registration:** 004374 **Bank Number:** TPA PPE 820

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Employee Profiles

Description: This bank which includes an employee photograph, contains information on employees such as position title, branch, division, location, group and level; and personal information on employees such as education, occupational certification, work experience, first official language and other language skills. This information is compiled by means of employee résumés and will include the employee's own input. This information is then used to compile an employee profile and the data is updated on a semi-annual basis to take into account reclassification, promotions, as well as the inclusion of new employees in the TSB. **Class of Individuals:** Current indeterminate and new employees. **Purpose:** This information is compiled to maintain a bank of personal information on current employees for the use of senior management and personnel officers. **Consistent Uses:** The Board will collect data to be used for succession planning, qualification reviews, linguistic skills, inventory, human resource management reports, and simply to put faces to names since there are numerous regional sites. Additionally, it is used from time to time to identify candidates for in-house temporary assignments. **Retention and Disposal Standards:** Information on current employees is retained by the Board for the period of employment and will then be destroyed during a semi-annual update of this bank. **TBS Registration:** 002982 **Bank Number:** TSB PPE 805

Gerry Saull Trophy

Description: The bank includes information on TSB employees who have been nominated for significant contribution and/or achievement directly related to the advancement of aviation safety. **Class of Individuals:** TSB employees. **Purpose:** To identify employees who have been nominated for awards. **Consistent Uses:** The information in this bank is used to establish precedents for this award. **Retention and Disposal Standards:** Records are kept for six years and then transferred to National Archives. **TBS Registration:** 002983 **Bank Number:** TSB PPE 810

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Transport Canada

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Awards Program

Description: The bank includes information on public servants who have been nominated for awards under the Transport Canada (TC) Awards Program. Such information may include years of service, curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. **Class of Individuals:** Employees of the Department who have been nominated for awards under the TC's Awards Program. **Purpose:** To identify individuals who have been nominated for awards under the TC's Awards Program. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years, and then destroyed; financial files for six years, and then destroyed; and precedent-setting files for 15 years, and then destroyed. **RDA Number:** 86/001 **TBS Registration:** 002306 **Bank Number:** DOT PPE 808

Transport Integrated Personnel System (TIPS)

Description: The Department maintains a personnel management information system on positions and employees. Data cover leave, base pay, staffing, classification, official languages, employment equity and staff relations. **Class of Individuals:** Transport Canada employees. **Purpose:** The information is used as a management tool, as well as to interface with central agencies. The leave and Extra Duty System (LEX), component of TIPS, is used by employees and managers to support the administration of leave and extra duty. **Retention and Disposal Standards:** Data is maintained, archived or destroyed after two years. **RDA Number:** 86/001 **TBS Registration:** 001073 **Bank Number:** DOT PPE 801

Identification/Access Control System

Description: This bank contains personal information such as name, date of birth, height hair and eye colour, signature and photo. **Class of Individuals:** Individuals employed directly or indirectly by Transport Canada. **Purpose:** The bank is used to establish and confirm an

employee's identity. **Consistent Uses:** To provide Transport Canada employees with official identification and controlled access to certain Transport Canada facilities, and to complement and enhance the existing security infrastructure. **Retention and Disposal Standards:** Personal information is deleted upon an employee's departure from the Department. The access/ identification card, which is generated by the system for indeterminate employees is retained for a period of two years after an employee's departure from the Department **TBS Registration:** 004477 **Bank Number:** DOT PPE 825

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Central Banks

Access to Information and Privacy (ATIP) Community Awards for Excellence

Description: The bank includes information on individuals within the federal government who are or were members of the Access to Information and Privacy (ATIP) Community who have been nominated for awards under the ATIP Community Awards for Excellence initiative. Information may include curriculum vitae, narratives of support of meritorious contributions related to nominees' duties or accomplishments in accordance with the ATIP Community Awards for Excellence criteria. **Class of Individuals:** All past and present employees of the ATIP Community or other individuals who have been nominated for awards under the ATIP Community Awards for Excellence initiative.

Purpose: The purpose of this bank is to maintain records of individuals who have been nominated and/or selected for awards under the ATIP Community Awards for Excellence. **Consistent Uses:** The information in this bank is used to establish precedents for the ATIP Community Awards for Excellence and to provide an audit trail for the selection process. **Retention and Disposal Standards:** Nomination records will be maintained for a minimum of 5 years after the award selection decision, award recipient records (including the recipient's nomination records) will be maintained for a minimum of 10 years after the award selection decision. **TBS Registration:** 005082 **Bank Number:** TBS PCE 741

Adjudication – Section 92 (PSSRA) References

Description: The bank contains information on grievances referred to adjudication for which a PSSRB decision has been received. **Class of Individuals:** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have referred their grievances to adjudication. **Purpose:** The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances. **Consistent Uses:** The information in this bank is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. **RDA Number:** 94/011 **Related to PR#:** TBS SRB 440 **TBS Registration:** 001958 **Bank Number:** TBS PCE 708

Adjudication – Section 98 and 99 (PSSRA) References

Description: The bank contains information on section 99 references by the employer or bargaining agents and

the PSSRB decisions. **Class of Individuals:** This information relates to all federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) about whom references have been submitted. **Purpose:** The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the Public Service Staff Relations Act, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award. **Consistent Uses:** It is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. **RDA Number:** 94/011 **Related to PR#:** TBS SRB 440 **TBS Registration:** 001959 **Bank Number:** TBS PCE 709

Assistant Deputy Minister Business Support System

Description: This bank contains exhaustive and up-to-date information on Assistant Deputy Ministers. It also provides a source of accurate and timely contact information on ADM's as well as facilitating skills development and rotation of ADM's, and may include tombstone information, work history, professional qualifications and education, career interests, managerial experience, linguistic results, security check results. **Class of Individuals:** Assistant Deputy Ministers and interchange participants. **Purpose:** The purpose is to support the collective management system of ADM's as well as to conduct demographic studies and other analyses of the ADM population. **Consistent Uses:** This bank is used to support the collective management of ADM's. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004391 **Bank Number:** LN PCE 720

Assistant Deputy Minister Resourcing – Closed Competition

Description: This bank may contain security clearance rating, language examination results, memoranda to the Public Service Commission (Board Report) letters of offer, letters of acceptance, letters to unsuccessful candidates, job descriptions, the Request for Non-Delegated Staffing, job profiles, statements of qualification, application forms, reference check results, track record reports, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number). **Class of Individuals:** Persons who are included in an ADM competition administered by The Leadership Network on behalf of the Public Service Commission. **Purpose:**

This bank exists to record and provide information relating to ADM competitions administered by The Leadership Network on behalf of the Public Service Commission. **Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

Retention and Disposal Standards: Yet to be determined. **TBS Registration:** 004381 **Bank Number:** LN PCE 710

Assistant Deputy Minister Resourcing – Deployment from Pool

Description: This bank may contain language examination results, memoranda, letters of offer, letters of acceptance job descriptions, statements of qualification, and records of persons considered for positions. Individuals seeking access to this information are requested to give the deployment action. **Class of Individuals:** Public servants. **Purpose:** This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission.

Consistent Uses: This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004469 **Bank Number:** LN PCE 725

Assistant Deputy Minister Resourcing – Open Competition

Description: This bank may contain security clearance rating, language examination results, memoranda to the Public Service Commission (Board Report) letters of offer, letters of acceptance, letters to unsuccessful candidates, job descriptions, the Request for Non-delegated Staffing, job profiles, statements of qualification, application forms, reference check results, track record reports, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number). **Class of**

Individuals: Public servants and non public servants. **Purpose:** This bank is used to record and provide information relating to ADM competitions administered by The Leadership Network on behalf of the Public Service Commission. **Consistent Uses:** This bank is used to provided information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004390 **Bank Number:** LN PCE 715

Assistant Deputy Minister Resourcing – Without Competition

Description: This bank may contain security clearance ratings, language examination results, memoranda,

letters of offer, letters of acceptance, job descriptions, statements of qualification, candidate reports, track record and 360° evaluations, reference check results, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. without competition number). **Class of Individuals:** Public servants. **Purpose:** This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission. **Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004470 **Bank Number:** LN PCE 730

Assistant Deputy Minister and Successful PQP Personal Files

Description: This bank may contain basic personal data skills and work history, tombstone information, professional qualifications, applications, letters of offer, acceptance and acknowledgement, notations of referrals, notes to file, curriculum vitae, career aspirations, managerial experience, linguistics results, in relation to Assistant Deputy Ministers and successful PQP participants. **Class of Individuals:** Non public servants and public servants applying for positions in the Executive Group at the Assistant Deputy Minister level as well as persons seeking participation and participating on Interchange Canada or International Assignments. **Purpose:** The purpose is to support the collective management system. **Consistent Uses:** The bank is used to support the career of ADM's. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004387 **Bank Number:** LN PCE 700

EX-04 To EX-05 Promotion Process

Description: This bank may contain language examination results, letters of application, memoranda, letters of offer, letters of acceptance, job descriptions, statements of qualification, candidate reports, track record and 360° evaluations, reference check results, Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number). **Class of Individuals:** Public servants. **Purpose:** This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission. **Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004388 **Bank Number:** LN PCE 705

Certification

Description: This bank contains records of bargaining

unit and bargaining agent certification, recertification and decertification, under the Public Service Staff Relations Act. **Class of Individuals:** All employees of the public service (Schedule 1, Part 1, of the Public Service Staff Relations Act) governed by the collective bargaining process. **Purpose:** The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part 1, of the Public Service Staff Relations Act, as well as a record of position exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the position exclusion lists and the employer's representations.

Consistent Uses: The information in this bank is used for reference and to provide background for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. **RDA Number:** 94/011 **Related to PR#:** TBS SRB 445 **TBS Registration:** 001960 **Bank Number:** TBS PCE 710

Classification Grievances Tracking System

Description: This bank contains information on all aspects of position classification grievances submitted by employees in accordance to Classification Grievance policy. The bank may include information such as position title, position classification and rating, position number, supervisor's position number, employees' name and employees' Personal Record Identifier, committee's recommendation and deliberations. The system is linked with the Position and Classification Information System (PCIS). **Class of Individuals:** All federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, who have presented a classification grievance.

Purpose: To maintain records of all classification grievances both delegated to departments and non-delegated. **Consistent Uses:** The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents, and to ensure that the final and binding nature of the classification decision is respected. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. **RDA Number:** 93/031 **Related to PR#:** TBS PPB 415 **TBS Registration:** 001134 **Bank Number:** TBS PCE 707

Classification Standards Review System

Description: This system contains current and proposed position classification data for specific occupational groups under review. Data is restricted to occupied or encumbered positions within specific groups. Departments under PSSRA Schedule 1, Part 1 provided current classification data, indirectly via the

Position and Classification Information System (PCIS) and proposed classification data directly. Occupied positions are confirmed by verification with the incumbent System.

Class of Individuals: Individuals occupying positions within the occupational groups under review. **Purpose:** The information bank is used to model and analyze proposed changes to specific classification standards under review and to make recommendations to the Treasury Board. **Consistent Uses:** The information bank is used to access the impact of revisions to the specific standards under review. Once recommendations are developed, the proposed classification changes are shared with Staff Relations Branch. The information bank is not shared with any organization outside the Federal Government. With Treasury Board approval, departments are requested to implement the new standard, based on the proposed classification originating in each department. **Retention and Disposal Standards:** Computer-Based Data - The records are non-historical and can be destroyed whenever records are non-historical and can be destroyed whenever the operational needs are met; Textual and Electronic Records - there are no textual or electronic records. **RDA Number:** 93/031 **TBS Registration:** 005049 **Bank Number:** TBS PCE 733

Complaints by Bargaining Agents

Description: The bank contains representations made by complainants and may include names of complainants, their bargaining agents or legal representatives, as well as the decisions of the Public Service Staff Relations Board. **Class of Individuals:** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have submitted complaints or on whose behalf complaints have been submitted. **Purpose:** The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the Public Service Staff Relations Act. **Consistent Uses:** Information in the bank is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. **RDA Number:** 94/011 **Related to PR#:** TBS SRB 470 **TBS Registration:** 001961 **Bank Number:** TBS PCE 711

Employment Equity Data Bank (EEDB) (Previously "System for Human Resources Monitoring" (SHURM))

Description: This bank may contain information on those employees of the federal public service (PSSRA Schedule 1, Part 1 population) who have self-identified as being in one or more of the minority designated groups, i.e. Aboriginal people, persons with disabilities and members of visible minority groups. The bank facilitates comparison of their representation in the Public Service to their presence in the Canadian

workforce. The bank is also used to analyze and monitor the situation and progress of the minority designated groups, as compared to the rest of the public service, in terms of regional and occupational distribution, mobility, etc. These comparisons are made periodically in order to determine the situation with respect to employment equity in the public service and to identify areas where improvement is needed. With the consent of the individual to whom it refers, self-identification information may also be used for human resources management purposes related to the employer's obligations under the Employment Equity Act. Personal information indicating that an individual is a member of a minority designated group may be matched, using the personal record identifier, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Position and Classification Information System (PCIS), all from the Treasury Board Secretariat, and human resource data files of the Public Service Commission, such as the Quarterly Statistics File, the Appointment Information Management System and the Priority Administration System. The bank contains data extracted from the Government of Canada's self-identification form and departmental versions thereof. In particular, the bank contains the Personal Record Identifier and data indicating that an individual is a member of one or more minority designated groups. Data in the bank is matched (via the Personal Record Identifier) to the above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, salary, etc., so that tabulations can be produced in support of analysis as described above. The bank acquires information from other banks containing self-identification data, such as the standard departmental employment equity bank (PSE 918), and serves as the source of an annual exercise for reconciliation with these departmental banks. An individual requesting to access self-identification information on him/herself should submit a written request, including his/her Personal Record Identifier.

Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

Purpose: Self-identification information is collected under the authorities and obligations described in the Employment Equity Act. Pursuant to the general powers described under the Financial Administration Act and the Public Service Staff Relations Act, the Treasury Board maintains personnel information systems on public service employees. This bank is the primary source of data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The bank is used to respond to special requests for information and to conduct research, special studies and surveys as these relate to personnel information and Access to Information and Privacy requests. **Retention and**

Disposal Standards: Computer-Based Data: fiscal

year master files are transferred yearly to the National Archives of Canada. Textual and Electronic Records: records are retained for 10 years and then destroyed.

RDA Number: 93/031 and 94/004 **TBS**

Registration: 003560 **Bank Number:** TBS PCE 706

Enlargement of Time to Present a Grievance

Description: The bank contains information and Public Service Staff Relations Board decisions on employee requests for enlargement of time to present grievances. It may contain names of employees. **Class of**

Individuals: Federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who are requesting an enlargement of time to present their grievances.

Purpose: The purpose of this bank is to maintain records of employees who have requested an enlargement of time to present their grievances.

Consistent Uses: The information in this bank is used for reference and to provide background information for research purposes. **Retention and Disposal**

Standards: Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. **RDA**

Number: 94/011 **Related to PR#:** TBS SRB 440, 470 **TBS Registration:** 001744 **Bank Number:** TBS PCE 721

Entitlements and Deductions System

Description: This bank contains individual federal employee data relating to pay and benefits. The employee record may include information concerning personal characteristics, including sex, Personal Record Identifier, date of birth, salary, name and classification. Also included are the reference numbers for various insurance and medical plans and the entitlements and deductions of each individual. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of pay and benefits data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, employment equity, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special

requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Position and Classification Information System (PCIS), Mobility File, Leave Without Pay System, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: retained for 25 years and then destroyed. Textual and Electronic Records: retained for 10 years and then destroyed. **RD Number:** 93/031 and 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 002321 **Bank Number:** TBS PCE 716

Exclusion System (EXCL)

Description: This bank contains individual federal employee data relating to exclusions. The employee record contains information concerning personal characteristics, including sex, name, appointment dates and employee classification. Also included is information concerning reasons for exclusions. **Class of Individuals:** All former and currently excluded employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of exclusions data for Treasury Board Secretariat users and is used for monitoring the exclusions process as well as to support human resources planning and management, which include collective bargaining, designations, compensation analysis, and personnel policy planning, implementation, evaluation and monitoring. It is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

Consistent Uses: Information may be provided to public service bargaining agents, the Employment Equity Data Bank, the Public Service Staff Relations

Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Public Service Pay System (WPGS), Executive and Management Compensation System and the Position and Classification Information System (PCIS). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed. **RD Number:** 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 005051 **Bank Number:** TBS PCE 714

Executive and Management Compensation System

Description: This system contains current employee data for all members of the Executive Group employed in departments under PSSRA Schedule 1, Part 1. The data is updated monthly by the incumbent System. **Class of Individuals:** Individual members of the Executive Group currently employed within departments subject to PSSRA Schedule 1, Part 1. **Purpose:** The information bank is used to develop Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. **Consistent Uses:** The information bank is used to develop Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. The bank is also used to model and analyze proposed changes to the compensation plans. Proposals are developed in consultation with the Privy Council Office. Aggregated data are presented to the Committee on Executive Compensation (Burns Committee) for consideration and recommendation. **Retention and Disposal Standards:** Computer-Based Data: the system is obsolete and data has not been sent to National Archives since 1995. Textual and Electronic Records: retained for 10 years and transferred to the National Archives of Canada. **RD Number:** 93/031 **TBS Registration:** 005052 **Bank Number:** TBS PCE 730

Executive Group Classification Information System

Description: This bank contains classification information on individual Executive Group positions in the Public Service. **Class of Individuals:** All current federal employees for who the Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** To provide information for monitoring, analysis and other purposes related to the organization of departments and the Executive Group classification process. **Consistent Uses:** Also used for research and statistical purposes. **Retention and Disposal Standards:** Computer-

Based Data: transferred yearly to the National Archives of Canada. Textual and Electronic Records: retained for 10 years and transferred to the National Archives of Canada. **RDA Number:** 93/031 **TBS Registration:** 005053 **Bank Number:** TBS PCE 736

Extra Duty Reporting System

Description: This bank contains individual federal employee data relating to overtime and extra duty usage. The employee record contains information concerning personal characteristics, including sex, Personal Record Identifier, date of birth, name, salary, classification, hours and frequency and type of overtime. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of overtime and extra duty usage data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Data Bank, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: All records excluding records on Negotiations are retained for 10 years and then destroyed. Files on Negotiations are retained for 10 years and transferred to the National Archives of Canada. **RDA Number:** 93/031 and 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 005054 **Bank Number:** TBS PCE 717

Grievances

Description: The bank contains information on

grievances referred to adjudication that were withdrawn by the grievors and may contain names of grievors.

Class of Individuals: All federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who have referred their grievances to adjudication. **Purpose:** The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, settled or otherwise resolved, thereby rendering an adjudication decision unnecessary. **Consistent Uses:** The information in the bank is also used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. **RDA Number:** 94/011 **Related to PR#:** TBS SRB 470 **TBS Registration:** 005055 **Bank Number:** TBS PCE 712

Incentive Awards

Description: The bank may contain information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the new Recognition Policy. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. **Class of Individuals:** All employees of the public service who have been nominated for awards under the Incentive Awards Plan and Recognition Policy. **Purpose:** The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Computer-Based Data: two years. Textual and Electronic records: most of the files are retained for 10 years and then destroyed. **RDA Number:** 93/031 **Related to PR#:** TBS APB 110 **TBS Registration:** 005056 **Bank Number:** TBS PCE 702

Incumbent System

Description: This bank contains individual federal employee data relating to personnel matters. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates, classification, Superannuation number and years of continuous/pensionable service. Also included are information concerning collective bargaining, exclusions, bargaining agents and languages. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under Schedule 1 Part 2 of the Public Service

Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of incumbent data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, exclusions, designations, compensation analysis, official languages, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system is used as a source of information or for linking with the following systems: Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: transferred to the National Archives of Canada on a yearly basis for permanent retention. Textual and Electronic Records: records are retained for 10 years and are generally transferred to the National Archives of Canada. **RDA Number:** 93/031 and 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 002316 **Bank Number:** TBS PCE 723

Language Training Module (LTM)

Description: The LTM is a central bank containing information on language training provided to public servants at government expense. Primarily, the bank includes information such as proficiency levels trained to, hours used for language training and type of training received. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. Source of the data:

Departments and Agencies are responsible to update the LTM using the LTIF A-8 form. There is an interface between the Language Training System (LTS) of the Public Service Commission (PSC) and the LTM for training related to statutory needs and Government-Wide Corporate needs. The training related to other needs is reported to the LTM by departments and agencies. An interface also exists between the Official Languages Information System (OLIS) — TBS PCF 703 — and the LTM of the Treasury Board Secretariat.

Class of Individuals: The information relates to public servants, current and previous, of departments and agencies listed in Schedule 1, Part 1 of the Public Service Staff Relations Act and, as of April 1990, to employees from organizations listed in Schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:**

The purpose of this bank is to provide accurate, timely and reliable information to support the Government, Central Agencies, Departments and Agencies in the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants. **Consistent Uses:** The information is used by the departments involved as well as by the central agencies for reference, research and statistical purposes to monitor that segment of the Official Languages Program that pertains to language training provided to public servants. All linkages done using LTS and OLIS are in compliance with provisions of the Privacy Act. **Retention and Disposal**

Standards: Computer-Based Data: the records are non-historical. Quarterly Extract Files are retained for 25 years. Textual and Electronic Records: the general file is retained for 10 years and transferred to the National Archives of Canada. Information to departments is retained for 10 years and then destroyed. Information from the LTM is available up to March 31 1996, date on which the system was eliminated. **RDA Number:** 94/004 **TBS Registration:** 005057 **Bank Number:** TBS PCE 704

Leave Reporting System

Description: This bank contains individual federal employee data relating to leave. The employee record contains information concerning personal characteristics, including sex, personal record identifier, name, salary, age, classification, hours, frequency and duration of the various leaves taken by individuals.

Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and

monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

Consistent Uses: Information may be provided to the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed. **RDA Number:** 93/031 and 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 005058 **Bank Number:** TBS PCE 718

Leave Without Pay System

Description: This bank contains individual federal employee data relating to leave without pay. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates and classification. Information is also included concerning the reason for leave without pay and the effective and return dates. **Class of Individuals:** All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave- without-pay data for Treasury Board Secretariat users and is used for planning, implementing, evaluating

and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

Consistent Uses: Information is provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, and other federal departments and agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed. **RDA Number:** 93/031 and 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 005059 **Bank Number:** TBS PCE 720

Mobility File

Description: This bank contains individual federal employee data relating to the mobility of public servants. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, appointment dates and classification. Also included is information concerning the reason for mobility and the effective dates. **Class of Individuals:** All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Treasury Board Secretariat users

and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

Consistent Uses: Information is provided to the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Computer-Based Data: data is transferred yearly to the National Archives of Canada Textual and Electronic Records: retained for 10 years and transferred to the National Archives of Canada. **RDA Number:** 93/031 and 94/011 **Related to PR#:** TBS SRB 510 **TBS Registration:** 005060 **Bank Number:** TBS PCE 724

National Joint Council Grievances

Description: This bank contains information on grievances referred to the final level of the National Joint Council redress procedure. Files usually contain grievance forms specifying the name, address, telephone number, job classification, department and work location of the griever, as well as earlier level replies and background information pertinent to each case. This background information will vary according to the subject of the grievance but may include information concerning travel and relocation itineraries and expense claims, job search activities and results, and, very infrequently, health information on the griever.

Class of Individuals: Federal employees named in Parts I and II of Schedule I of the Public Service Staff Relations Act (when both employer and bargaining agent are NJC participants) who have referred their grievances to the final level, the NJC Administrative Committee. **Purpose:** Information in this bank is obtained primarily from the General Secretary of the NJC and is compiled to resolve, in accordance with the NJC by-laws (section 7 – Resolution of Grievances),

alleged misinterpretations or misapplications of policies, directives or regulations which have been the subject of NJC consultations and have been adopted by the NJC. This information is used by officers of the Treasury Board Secretariat to develop the employer's position in response to employees' grievances referred to the NJC.

Consistent Uses: Information is used for internal research to make comparisons between previous and present cases in an effort to identify precedents.

Retention and Disposal Standards: Records are retained for 10 years and then transferred to the National Archives of Canada for permanent retention.

RDA Number: 94/011 **Related to PR#:** TBS PPB 450 **TBS Registration:** 002569 **Bank Number:** TBS PCE 735

Official Languages Information System (OLIS II)

Description: OLIS II is a central file containing information from institutions on the resources necessary to meet their official languages obligations. The file may include employee names and information such as the employment category, the first official language, the communications requirements related to service to the public, internal services and supervision. Source of data: Data are provided by the institutions either by filling out five tables or by submitting an electronic file on an annual basis. **Class of Individuals:** All employees of the federal institutions and privatized organizations subject to the Official Languages Act except employees of the Public Service (Annex 1, Part 1 of the Public Service Staff Relations Act) that are appointed on a full time indeterminate or part time determinate for more than three months. **Purpose:** Pursuant to the 1988 Official Languages Act, the President of the Treasury Board must submit an annual report to Parliament on the status of the Official Languages Program. **Retention and Disposal Standards:** Computer-Based Data: records are transferred yearly to the National Archives of Canada Textual and Electronic Records: retention to be determined. **RDA Number:** 94/004 **TBS Registration:** 005061 **Bank Number:** TBS PCE 703

Point of Contact (Assignment Service)

Description: This bank contains personal information such as name, address, telephone number, classification, department, language, employment history, employment status, curriculum vitae, skills assessment and referral results. **Class of Individuals:** Federal government employees (including separate employers and crown corporations) in finance, internal audit, program evaluation and human resources who have requested an interdepartmental assignment.

Purpose: The bank maintains an inventory of candidates for the purpose of referring interested employees to departments who are looking to fill available assignments. **Consistent Uses:** The bank is used to identify employees for referral to available developmental assignment opportunities. It is also used

for statistical purposes and human resources planning.

Retention and Disposal Standards: Retention to be determined. **TBS Registration:** 002870 **Bank Number:** TBS PCE 740

Position Classification Information System (PCIS)

Description: This bank contains individual federal employee data relating to position classification matters and may include position numbers. The system is used mainly to support the development and administration of the classification system and the Official Languages Program. The position record contains the Personal Record Identifier. Also included is information concerning position classification data, Official Languages Information System (OLIS) and Position Information Collection System (PICS). **Class of**

Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is a prime source of position data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of the classification system within the public service, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. The results of monitoring activities may be forwarded to departments for review and action, if required. **Consistent Uses:** Information may be provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission and departmental personnel information systems. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and**

Disposal Standards: Computer-Based Data:

Arrangements will be made for the yearly transfer of the PCIS data to the National Archives of Canada. The data for OLIS and for the "Position Information Collection System (PICS) was transferred to the National Archives of Canada until 1995 when it became part of the PCIS. Textual and Electronic Records: there are no textual or electronic records for OLIS and PCIS. The textual records for PICS are retained for 10 years and transferred to the National Archives of Canada.

Related to PR#: TBS SRB 510 **TBS Registration:** 002318 **Bank Number:** TBS PCE 725

Public Service Pension Cases

Description: This bank contains information used to make decisions in individual pension cases where no clear precedent exists, or where the Treasury Board was empowered to hear appeals in the past. The information relates to specific situations and contains minimal employment/personal data relating to specific aspect of the individual's pension situation. **Class of** **Individuals:** Individuals who are subject to the following pension statutes: Public Service Superannuation Act, RCMP Superannuation Act, RCMP Pension Continuation Act, Canadian Forces Superannuation Act, Defence Services Pension Continuation Act. **Purpose:** To maintain a record of the circumstances leading to decisions in individual pension cases which are referred to by the pensions division, in order to maintain consistency of policy application. The personal information is collected in fulfilment of Treasury Board's obligation to administer pension statutes.

Consistent Uses: The information contained in the bank may be used by the Pensions Division for statistical research purposes, for implementing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and Pension plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Non-historical records are retained for 75 years and then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years. **RDA Number:** 93/031 **Related to PR#:** TBS PPB 380 **TBS Registration:** 005062 **Bank Number:** TBS PCE 729

Relocation Policy Exceptions – Individual Cases

Description: This bank contains ministerial and departmental correspondence; background

documentation, information relating to Treasury Board submissions, memoranda to the President, decision letters and analysts' notes on individual cases concerning requests for exceptions from the relocation policy. **Class of Individuals:** Any individuals whose relocation costs are partially or completely paid by the government. **Purpose:** Information is compiled to maintain a record of individual cases where decisions were provided relating to specific relocations.

Consistent Uses: Information is used for research in policy development, and in considering other requests for relocation policy exceptions. **Retention and Disposal Standards:** Textual and Electronic Records: retained for 10 years and then destroyed. **RDA Number:** 93/031 **Related to PR#:** TBS PPB 360 **TBS Registration:** 005063 **Bank Number:** TBS PCE 727

Special Pension Plans

Description: This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors. **Class of Individuals:** Individuals who are subject to Governor General's Act and the Lieutenant Governors Superannuation Act; employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament. **Purpose:** To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfilment of Treasury Board's obligation to administer the pension statutes named in Class of Individuals above. **Consistent Uses:** The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Public Works and Government Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Non-historical records are retained for 75 years and then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years. **RDA Number:** 93/031 **TBS Registration:** 005064 **Bank Number:** TBS PCE 734

Submissions to Treasury Board

Description: This bank may contains personal information used for administrative purposes that is

included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the public service and, in pension cases, their dependants and survivors. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. **Class of Individuals:** This information related to employees of the public service and, in pension cases, their dependants and survivors. **Purpose:** The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. **Retention and Disposal Standards:** Retention and disposal standards being finalized. **Note:** The information collected in this bank will be transferred to the Executive Group Classification Information System. **TBS Registration:** 003562 **Bank Number:** TBS PCE 701

Travel Policy Exception – Individual Cases

Description: This bank contains ministerial and departmental correspondence; background documentation relating to Treasury Board submissions; memoranda to the President; decision letters and analysts's notes on individual cases pertaining to requests for travel policy exceptions. **Class of Individuals:** Any individuals seeking compensation that differs from the stated terms of the travel policy. **Consistent Uses:** Information is used for research regarding policy development, and in considering other requests for travel policy exceptions. **Retention and Disposal Standards:** Textual and Electronic Records: retained for 10 years and then destroyed. **RDA Number:** 91/009 **Related to PR#:** TBS PPB 360 **TBS Registration:** 002570 **Bank Number:** TSB PCE 726

Workforce Adjustment Monitoring (WFAM) System

Description: This system contains Workforce Adjustment cash-out information pertaining to all Federal Government employees, as specified under Class of Individuals below. This bank uses information which has been extracted from data submitted for three other systems, i.e. the Public Service Pay System (PSC), the Priority Administration System (PSC) and the Incumbent System (TBS). **Class of Individuals:** All employees, including Senior Management; for whom Treasury Board is the employer under PSSRA, Schedule 1, Part 1; who have been affected by the WFA policy (PMM Volume 4, Chapter 20, Section 10),

or the Executive Employment Transition Policy who, in accordance with these policies, received payments in lieu of their unfulfilled surplus period. **Purpose:** This system is used to monitor the implementation and ongoing departmental compliance with the Work Force Adjustment Policies Departure Incentive Programs and Executive Employment Transition Policy. **Consistent Uses:** The WFAM system has been developed for the related policy groups in the Treasury Board Secretariat. Regularly scheduled electronic extracts are provided to the users, showing cumulative and year-to-date totals for employees receiving "cash-out" payments, as well as the amount and period for these payments.

Retention and Disposal Standards: Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: there are no textual or electronic records. **RDA Number:** 93/031 **TBS Registration:** 005065 **Bank Number:** TBS PCE 732

Particular Banks

Access Control and Identification Cards

Description: This bank contains photographs, signatures, surnames and given names, and card numbers for TBS/Finance staff and others who occupy TBS/Finance sites or who require routine access. The bank also contains information related to the access/egress to the sites. The identification/access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full name or access card number. The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by: means of identification forms, correspondence, videocassette or camera. **Class of Individuals:**

Employees of TBS/Finance and other departments who occupy or visit TBS/Finance sites as well as contractors who require access to the building on a routine basis.

Purpose: The purpose of this bank is to maintain information related to the issuance, cancellation and use of identification and access cards. For safety and security reasons the cards are used to control building access and access to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings. **Consistent Uses:** For safety and security reasons, the information is used to: control access and egress to certain facilities, provide for the security of TBS/Finance employees and property, produce reports for statistical analysis or for incident investigation, and issuance of identification and access control cards. **Retention and Disposal Standards:** Types of information related to access and egress of TBS/Finance facilities is collected, stored on an automated database solely for safety and security reasons is retained for two years for incident investigation purposes and is then destroyed. Information collected during silent hours and on entry

control logs is retained for two years for investigation purposes and is then destroyed. Videocassette images are retained for up to 7 days and destroyed unless required for incident investigation purposes. All other records are retained for five years after release from the Department and are then destroyed. Records, other than video images, are accessible by providing full name and PRI. **TBS Registration:** 005083 **Bank Number:** TBS PPE 815

Awards of Excellence

Description: The bank includes information on Treasury Board Secretariat employees who have been nominated for awards under the Secretariat's Exemplary Service Awards, including completed recommendation forms and other supporting data. **Class of Individuals:** All employees of the Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan. **Purpose:** The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat's Exemplary Service Awards plan.

Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards.

Retention and Disposal Standards: The general file is retained for 10 years and transferred to the National Archives of Canada. The remaining files on Artwork, Financial considerations, Nominations, Presentations and Communications are retained for 10 years and then destroyed. **RDA Number:** 93/031 **Related to PR#:** TBS SEC 021 **TBS Registration:** 005066 **Bank Number:** TBS PPE 802

Complaints – Canadian Human Rights Commission

Description: This bank contains complaints lodged against Treasury Board and related CHRC's decisions, as well as those of a tribunal and/or court, if applicable. This information relates to individuals who have lodged a CHRC complaint against Treasury Board. The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against Treasury Board. Consistent uses are to provide specific and general documentation for research purposes.

Class of Individuals: This information relates to individuals who have lodged a CHRC complaint against Treasury Board. **Purpose:** The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against the Treasury Board.

Consistent Uses: Consistent uses are to provide specific and general documentation for research purposes. **Retention and Disposal Standards:** Human Rights complaints in general are retained for 10 years and then destroyed. Complaints related to disability insurance are retained for 20 years and then destroyed. Complaints related to the Public Service Management Insurance Plan (PSMIP) need to be determined. Complaints related to pensions are retained for 25 years and then transferred to the National

Archives of Canada. Complaints related to the Public Service Health Care Plan (PSHCP) need to be determined. Complaints related to official languages equitable participation are retained for 10 years and then sent to the National Archives of Canada. Complaints related to pay for work of equal value are retained for 10 years and then destroyed. Complaints related to nursing group are retained for 25 years and then transferred to the National Archives of Canada. Complaints related to the Hospital Services Group are retained for 25 years and then destroyed. Complaints related to maternity leave without pay need to be determined. **RDA Number:** 93/031, 94/004 and 94/011 **TBS Registration:** 005050 **Bank Number:** TBS PPE 803

Departmental Assignments Program (DAP)

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms, assignment proposal forms and general correspondence. **Class of Individuals:** Indeterminate federal government employees who have requested an assignment within Treasury Board as well as other departments. **Purpose:** This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within Treasury Board and other departments. **Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within Treasury Board and other federal departments and agencies. It is also used for statistical purposes. **Retention and Disposal Standards:** Needs to be determined. **Related to PR#:** PSC PCE 762 **TBS Registration:** 005067 **Bank Number:** TBS PPE 805

Employee Personnel Record

Description: The file may contain completed personal history forms; information relating to security briefings, security clearances; conflict of interest and post-employment code; appointments, transfers, promotions, classification, performance appraisal and employee evaluations; requests for training and evaluation; auto identifications under the Employment Equity Program; the status of an employee; career development plans; disciplinary actions; manager's copy of the leave forms; reliability checks. **Class of Individuals:** Employees of the institution. **Purpose:** Information provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary, which refers

to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are coordinated in the interests of both the individual and the employer.

Consistent Uses: The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. **Retention and Disposal Standards:** Yet to be determined. **TBS Registration:** 004392 **Bank Number:** LN PPE 800

Federal Public Service Job Accommodation Network for Employees with Disabilities

Description: Single window project, Job Accommodation Network for federal public service employees with disabilities. Information to be gathered will be name, sex, employing department or agency, position description, description of assistance requested, description of personal status - disability or person assisting with, language of preference, assessment for job accommodation - specifics of assistance required, description of work area, if other persons with disabilities are in work area, worksite evaluated for job accommodation, and name of supervisor to be contacted for information. **Class of individuals:** Federal Public Servants with disabilities, managers, supervisors, EE Coordinators. **Purpose:** Information on the assistance given to or required by employees with disabilities in the federal public service. **Consistent Uses:** Statistical information for comparison to auto-identification reporting (numbers only), and creation of an inventory of job accommodation measures for improved planning of future programs. Information could be shared in efforts to resolve job accommodation issues, respondents will consent to sharing for this purpose. **Retention and Disposal Standards:** Two years after last administrative use. **TBS Registration:** 005081 **Bank Number:** TBS PPE 810

Harassment Complaints

Description: This bank contains letters of harassment-at-the-workplace complaints and related information. This information relates to individuals who have written to the President of the Treasury Board or to Treasury Board Secretariat officials regarding their harassment complaints. The purpose of this bank is to record information necessary for responding to letters of harassment complaints. Consistent uses are to provide specific and general documentation for research purposes. **Class of Individuals:** This information related to individuals who have written to the President of the Treasury Board or to the Treasury Board

Secretariat officials regarding their harassment complaints. **Purpose:** The purpose of this bank is to record information necessary for responding to letters of harassment complaints. **Consistent Uses:** Consistent uses are to provide specific and general documentation for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years and transferred to the National Archives of Canada. **RDA Number:** 93/031 **Related to PR#:** TBS PPB 340 **TBS Registration:** 003582 **Bank Number:** TBS PPE 804

Staff Ombudsman Files

Description: This bank contains information about concerns or problems raised with the departmental Staff Ombudsman by employees of the Treasury Board of Canada Secretariat. This may include, but is not limited to, information about unfair practices or systems, the conduct of other employees and issues of ethical behaviour, such as conflict of interest or activities that seem to be contrary to public service values and the public interest. This informal process is an alternative to more formal mechanisms, such as grievances, appeals and complaints. **Class of Individuals:** All employees of the Treasury Board of Canada Secretariat, at all levels, including managers. **Purpose:** This bank was created to maintain a record of all concerns and problems raised with the Staff Ombudsman in order to assist him/her with the following responsibilities: Advisor/Sounding Board; Information Source; Intervenor/Mediator; Consultant; On-site Visits; Meetings; and Reports. **Consistent Uses:** Preparation of generic reports presented to the Secretary of the Treasury Board concerning systemic employee concerns and problems, including the remedies being pursued. **Retention and Disposal Standards:** Retention period to be determined. **Related to PR#:** TBS OMB 001 **TBS Registration:** 004148 **Bank Number:** TBS PPE 806

Travel and Relocation and Other Expenses

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries and correspondence concerning travel, relocation or postings of employees, as well as information pertaining to any payment made to an employee such as reimbursement of training costs, hospitality, petty cash, membership fees, conference registration fees and other miscellaneous payments. **Class of Individuals:** Employees of the Treasury Board Secretariat. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation,

and postings of government employees, as well as reimbursement payments to employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, claims and employee and other miscellaneous payments. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **RDA Number:** 85/001 **Related to PR#:** TBS PPB 080, 090 **TBS Registration:** 001135 **Bank Number:** TBS PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Trois-Rivières Port Authority

Chapter 145

Note: The Trois-Rivières Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Vancouver Port Authority

Chapter 146

Particular Banks

Garnishment

Description: This bank contains the legal documentation associated with the garnishment of salaries and fees in respect of individuals for whom garnishment action has been taken. **Class of Individuals:** Authority employees.

Purpose: The purpose of this bank is to coordinate and control the garnishment process, to implement the pay administration aspects and to ensure the Authority responds to Court Orders within the time limits specified in the legislation. **Retention and Disposal Standards:** The records are retained for five years after administrative action is completed then destroyed. **TBS Registration:** 004279 **Bank Number:** VPA PPE 801

Human Resources Information System (HRIS)

Description: Employee database containing: name, home address and telephone number, emergency contact, birth date, sex, hire date, seniority date, pension date, job history, salary history, training, education and absences. **Class of Individuals:** Authority employees.

Purpose: The purpose of this system is to produce reports to department heads in order to facilitate their personnel decision making. **Retention and Disposal Standards:** Computerized records are updated as required. **TBS Registration:** 004280 **Bank Number:** VPA PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Veterans Affairs Canada

Chapter 147

Central Banks

Employee Medical Records at Ste. Anne's Hospital

Description: This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and

assessments, laboratory tests and reports, x-rays, and treatment and counselling reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. **Class of Individuals:** Federal public servants, former public servants and prospective public servants at Ste. Anne's

Hospital. **Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counselling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/entitlements. **Consistent Uses:** Administrative information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Medical information can be used only by qualified personnel from the Health Service Office and Health Canada. **Retention and Disposal Standards:** Records are retained by the Personnel Directorate for two years after the employee has resigned from the Hospital. Upon expiry of the retention period, the records are transferred to the National Archives of Canada and are preserved in accordance with the regulations governing medical documents. **Related to PR#:** VAC MVA 025 **TBS Registration:** 003645 **Bank Number:** VAC PCE 705

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Recognition Policy
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Western Economic Diversification Canada

Chapter 148

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Recognition Policy
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Windsor Port Authority

Chapter 149

Note: The Windsor Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Yukon Surface Rights Board

Chapter 150

Note: The Yukon Surface Rights Board is subject to the Privacy and Access to Information Acts.

Yukon Territory Water Board

Chapter 151

Note: Information on the employees of the Yukon Territory Water Board is held by Indian and Northern Affairs Canada.

Tribunal canadien des relations professionnelles

artistes-producteurs

Chapitre 150

Fichiers ordinaires	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Cartes d'identification laissez-passer	
Dotation	
Évaluation du rendement	

Note : Les renseignements concernant la dotation et la rémunération et avantages sont également détenus par le ministère du Patrimoine canadien.

Présences et congés	
Rémunération et avantages	
Vérification de la fiabilité	
Voyages et réinstallations	

Tribunal canadien du commerce extérieur

Chapitre 151

Fichiers ordinaires	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Aides aux employés	
Autorisations sécuritaires	
Cartes d'identification et laissez-passer	
Code régissant les conflits d'intérêts et l'après-mandat	
Dossier personnel d'un employé	
Dotation	
Évaluation du rendement	
Formation et perfectionnement	

Griefs	
Harèlement	
Journaux de contrôle des réseaux électroniques	
Langues officielles	
Mesures disciplinaires	
Présences et congés	
Programme d'équité en matière d'emploi	
Rémunération et avantages	
Sécurité et santé au travail	
Stationnement	
Vérification de la fiabilité	
Voyages et réinstallations	

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Garderie en milieu de travail

Griefs

Harcèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Tribunal canadien des droits de la personne

Chapitre 149

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

d'un Rapport sur le processus informel de résolution de conflits, qui contient des renseignements sur les méthodes et résultats du processus relatif à chaque demande. **Catégorie de personnes :** Les employés du Ministère des Travaux publics et Services gouvernementaux du Canada. **But :** Consigner les renseignements sur les demandes de processus informel de résolution de conflits reliés à la mise en oeuvre de la Norme Générale de Classification (NGC), les ressources utilisées pour résoudre chaque conflit ainsi que les résultats obtenus dans chaque cas. **Normes de conservation et de destruction :** Les renseignements sont conservés pendant une période de trois ans suivant la date de résolution ou date de décision et sont ensuite détruits. **Enregistrement (SCT) :** 005071 **Numéro de fichier :** TPSCG PPE 840

Stationnement

Description : L'information retenue dans le fichier de renseignements personnels comprend ; le nom de l'employé, son adresse, numéro de téléphone, numéro de liste de paie, code d'identification du dossier personnel (CIDP) véhicule, marque et modèle et le numéro d'immatriculation. **Catégorie de personnes :** Les employés du gouvernement fédéral. **But :** L'information est obtenue des employés qui font une demande de stationnement pour les espaces accordés à TPSCG. **Usages compatibles :** Les renseignements sont requis soit pour commencer, annuler ou modifier les retenues sur le salaire. **Normes de conservation et de destruction :** Retenu pour une période de trois ans après que l'employé annule sa demande de stationnement. Communiquer avec : Gérante, opérations et support, Direction générale des services immobiliers. **Enregistrement (SCT) :** 003745 **Numéro de fichier :** TPSCG PPE 810

Systèmes de traitement de la paye de la

fonction publique

Description : Ce fichier contient des données sur la rémunération, le régime de pension, les indemnités et les retenues relatives à l'administration de la

rémunération pour tous les employés fédéraux et les

pensionnés de la fonction publique. Le code

d'identification de dossier personnel et les numéros de

contrats sont utilisés afin de faire différents

prélèvements sur le salaire. Ce fichier peut aussi

comprendre des ordonnances afin de procéder à la

saisie-arrêt et au détournement des fonds. **Catégorie**

de personnes : Employés de la fonction publique

fédérale. **But :** Ce fichier sert à effectuer la

rémunération, le versement des indemnités, ainsi qu'à

faire des retenues. Le numéro d'assurance sociale est

utilisé à des fins d'identification en vertu de la Loi de

l'impôt sur le revenu et son règlement, de certaines

parties du Régime de pensions du Canada et de la Loi

sur l'assurance emploi. **Usages compatibles :** Ce

fichier permet la vérification, le rapprochement et la

validation des comptes. Il sert aussi à rédiger des

rapports, à vérifier les relevés de rémunération et les

autres relevés connexes et à étayer le recouvrement

des dettes envers la Couronne. Les données servent

aussi à l'établissement des rapports statistiques et des

fiches de renseignements requis par les systèmes

connexes. **Normes de conservation et de**

destruction : Les documents sont détruits dès que

l'employé a atteint 70 ans ou un an après le décès de

ce dernier. **Renvoi au dossier # :** ASC DOR 090

Enregistrement (SCT) : 002596 **Numéro de**

fichier : TPSGC PCE 705

Fichiers particuliers

Dossiers d'enquêtes sur les vérifications spéciales

Description : Ce fichier renferme des renseignements

sur les vérifications spéciales demandées par le Sous-

ministre et portant sur des employés/individus dont les

activités ont été mises en question. **Catégorie de**

personnes : Employés de l'institution. **But :** Ce fichier

sert à informer le Sous-ministre et la Gendarmerie

royale du Canada des cas où l'on soupçonne une

activité criminelle. **Usages compatibles :** L'information

contenue dans ce fichier est quelque fois transmise à

Gendarmerie royale du Canada. **Normes de**

conservation et de destruction : L'information est

conservée pendant une période de six ans.

Enregistrement (SCT) : 000714 **Numéro de**

fichier : TPSGC PPE 815

Évaluation des profils de compétences

Description : Dans ce fichier, les évaluations font

fonction des connaissances et des habiletés

(compétences organisationnelles) qui sont valorisées

par les secteurs du Ministère. On dresse une liste de

ces connaissances et habiletés vis-à-vis les cours de

formation et de perfectionnement appropriés et on les

associe aux besoins de chaque employé à l'égard de

son poste actuel et de ses aspirations professionnelles.

Ces données servent ensuite à préparer les plans

d'apprentissage de chaque employé. **Catégorie de**

personnes : Employés du Ministère. **But :** Ce fichier

sert à conserver et à repérer l'information sur les

besoins en formation des employés afin de formuler leur

plan d'apprentissage annuel. **Usages compatibles :**

Étayer les décisions prises entre l'employé et son

superviseur au sujet des activités de formation et de

perfectionnement, en ce qui touche les priorités de

formation, l'attribution du temps de formation et les

coûts de formation. **Normes de conservation et de**

destruction : Les dossiers sont conservés pour une

période de deux ans suivant la dernière activité

administrative. **Enregistrement (SCT) :** 004243

Numéro de fichier : TPSGC PPE 835

Initiative de la prise en charge des services de l'État

par les fonctionnaires

Description : Cette banque contient de l'information

personnel confidentiel sur les employés qui ont soumis

au Sous-ministre de Travaux publics et Services

gouvernementaux Canada, une déclaration d'intérêt

pour faire une proposition de la prise en charge des

services de l'État. Cette banque contient les noms,

adresses, lieu de travail de ces employés et les

réponses à leur déclarations d'intérêt. Il y a aussi de la

correspondance crée pour répondre aux demandes

d'information. **Catégorie de personnes :** Employés

de Travaux publics et Services gouvernementaux

Canada. **But :** Ce fichier existe pour maintenir un

inventaire d'employés de Travaux publics et Services

gouvernementaux Canada qui ont envoyé une

déclaration d'intérêt. **Normes de conservation et de**

destruction : Cette information sera retenue pour la

durée de la politique gouvernementale sur la prise en

charge des services de l'État par les fonctionnaires, le

minimum est deux ans. **Renvoi au dossier # :** TPSGC

XXX 005 **Enregistrement (SCT) :** 004013 **Numéro**

de fichier : TPSGC PPE 820

Nominations – Sociétés d'État

(Sous la responsabilité de transport Canada depuis

le 6 août, 2002.)

Processus informel de Résolution de conflits liés à

la NGC

Description : Ce fichier de renseignements personnels

contient des renseignements sur tout employé ayant

formulé une demande de processus de résolution de

conflits liés à la mise en oeuvre de la Norme Générale

de Classification. Les renseignements sont recueillis à

partir de formulaires remplis par les employés qui

consiste du nom de l'employé, son code d'identification

personnel, ses besoins spéciaux, les détails de son

poste ainsi que les raisons ayant amené l'employé à

demande le processus informel de résolution de

conflits. Les renseignements sont aussi recueillis à partir

Travaux publics et Services gouvernementaux

Canada

Chapitre 148

Fichiers centraux

Banque de données sur les pensions de la fonction

publique

Description : Cette banque de données renferme des dossiers manuels et informatiques contenant les pièces suivantes : actes de nomination, statistiques de l'état civil, documents, options, avis, calculs, correspondance, états de services, localisations géographiques, prestations de pension, documentation concernant la protection et le bénéficiaire des prestations

supplémentaires de décès (PSD), renseignements portant sur les assurances, données sur les déductions au titre du service et les derniers paiements émis, en ce qui concerne les pensionnés protégés par la Loi sur la pension de la fonction publique et par la Loi sur les prestations de retraite supplémentaires, ainsi que les pensionnés visés par d'anciennes lois sur les pensions, et leurs survivants. **Catégorie de personnes :** Les employés actifs et les anciens employés de la fonction publique et leurs survivants qui sont visés par la Loi sur la pension de la fonction publique, ainsi que les pensionnés qui sont visés par les anciennes lois sur les pensions. **But :** Ce fichier sert à déterminer l'admissibilité au paiement des cotisations, à calculer le total des cotisations de service antérieur, à stocker les dossiers d'emploi, à calculer les pensions de retraite et les pensions de survivant, à répondre aux demandes de renseignements, à émettre les paiements de pension, à informer les prestataires des versements ou des déductions de pensions, à recueillir les renseignements financiers comme preuve de difficultés financières dans le but de modifier le mode de paiement, à prélever et remettre les primes à Revenu Canada, Revenu Québec, assureurs, etc., à offrir des services d'envoi pour les avis d'assurance, obligations d'épargne du Canada, Campagne de charité en milieu de travail du Gouvernement du Canada (CCMTGC), nouvelles politiques (paiements de péréquation) ristournes d'assurance santé, avis annuel d'indéxation de pension, modification du taux d'impôt, ANRF (association des pensionnés), à déterminer l'admissibilité au régime de soins dentaires, à déterminer le bénéficiaire des PSD, ainsi qu'à d'autres fins statistiques. **Usages**

compatibles : L'information contenue dans cette banque de données peut servir aux fins de recherches statistiques, à l'établissement des relevés de pension des employés, à la vérification des prestations de pension en égard au fichier de pension DND PPE 859, aux états de service des membres de la GRC RCMP PPE 802, et à la banque de données informatisées principale du Régime de pension du Canada – NHW PPU 155, et la Régie des rentes du Québec, ainsi qu'à la planification, à la mise en

Cartes de demande d'assurance

Description : Ce fichier contient les localisations, les numéros de listes de paye, dates de naissance, protection désirée, numéros de pension de retraite et le nom des personnes à charge assurées, pour tous les fonctionnaires fédéraux et les pensionnés qui participent aux divers régimes. **Catégorie de personnes :** Employés de la fonction publique et pensionnés qui participent tous les renseignements inscrits sur les cartes de demande d'assurance, qui servent à attester que les employés sont assurés aux termes du Régime de soins de santé de la fonction publique (RSSFP), du Régime d'assurance des cadres de gestion de la fonction publique (RACGFP), du Régime d'assurance invalidité de longue durée et du Régime d'assurance invalidité. Vérification de la garantie d'assurance au fichier de pension DND PPE 859 et aux états de service des membres de la GRC RCMP PPE 802. **Normes de conservation et de destruction :** Les documents sont détruits un an après le décès de l'employé. **No. ADD :** 86/001

Enregistrement (SCT) : 001374 **Numéro de fichier :** TPSCG PCE 702

Régistre des logements de la Couronne

Description : Ce fichier renferme des renseignements sur les employés de l'administration fédérale qui occupent des logements de la Couronne ou qui attendent de pouvoir en occuper. Il contient les noms, les adresses, le nombre de personnes chargée, les salaires, la durée de la location, l'ancienneté de service, les rapports d'inspections, les frais de services et les autres renseignements ils l'occupation d'un logement. **Catégorie de personnes :** Employés de l'administration fédérale. **But :** Ce fichier a pour but de consigner des renseignements qui servent administrer les logements fédéraux. **Normes de conservation et de destruction :** L'information est conservée pendant une période de cinq ans, dans le cas de besoins de logements, et de trois ans après l'expiration du terme dans le cas de dossiers d'occupations particuliers. **No. ADD :** 79/008 **Renvoi au dossier # :** TPC TPC 040

Enregistrement (SCT) : 000713 **Numéro de fichier :** TPSCG PCE 701

Fichiers particuliers

Programme carte d'accès/identité

Description : Ce fichier contient des renseignements personnels, notamment le nom, la date de naissance, la taille, la couleur des cheveux et des yeux de l'employé ainsi que sa signature et sa photo. **Catégorie de personnes :** Les personnes qu'emploie directement ou indirectement Transports Canada. **But :** Le fichier sert à établir et à confirmer l'identité d'un employé. **Usages compatibles :** Fournir aux employés du Ministère un mécanisme formel d'identification et un accès contrôlé à certaines installations de Transports Canada ; compléter et rehausser l'infrastructure de sécurité

Normes de conservation et de destruction : Les renseignements personnels sont détruits dès que l'employé quitte le Ministère. Transports Canada conserve la carte d'accès/identité, destinée aux employés indéterminés et produite au moyen du système, pendant deux ans après le départ de l'employés du Ministère.

Enregistrement (SCT) : 004477 Numéro de fichier : MTC PPE 825

Programme des prix

Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des prix, dans le cadre du Programme des prix de TC. **But :** Le fichier a pour but de donner des renseignements sur les personnes qui ont été nommés pour des prix, dans le cadre du Programme des prix de TC. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des prix et pour fournir une vérification à rebours concernant les dépenses de fonds. **Normes de conservation et de destruction :** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits ; les fichiers financiers sont conservés pendant six ans, puis détruits ; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. **No. ADD :** 86/001 **Enregistrement (SCT) :** 002306 **Numéro de fichier :** MTC PPE 808

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion	Aide aux employés	Autorisations sécuritaires	Cartes d'identification et laissez-passer	Code régissant les conflits d'intérêts et l'après-mandat	Dossier personnel d'un employé	Evaluation du rendement	Griefs	Harcèlement	Journaux de contrôle des réseaux électroniques	Langues officielles	Mesures disciplinaires	Politique de reconnaissance	Présences et congés	Programme d'équité en matière d'emploi	Rémunération et avantages	Sécurité et santé au travail	Stationnement	Voyages et réinstallations
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Fichiers particuliers

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le numéro d'assurance sociale ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs non gouvernementaux, le curriculum vitae et les références ; l'emplacemement de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la classification, les groupes, les niveaux, les titres, les traitements et les primes ; les pensions et les assurances, notamment les noms des bénéficiaires, les certificats ; la fin de l'emploi et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés.
Catégorie de personnes : Employés de la Société.
But : Ce fichier a pour but de

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de ce document) une définition des fichiers ordinaires et une description de leur contenu.
 Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Formation et perfectionnement
Langues officielles
Programme d'équité en matière d'emploi
Rémunération et avantages
Stationnement
Voyages et réinstallations

fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite.
Usages compatibles : Identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approuvisionnements et Services Canada, car ils facilitent le paiement des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assurés de groupe et à Santé nationale et Bien-être social (aux fins des pensions).
Normes de conservation et de destruction : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, en autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le Ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit.
No. ADD : 85/001 Enregistrement (SCT) : 000308
Numéro de fichier : DIC PPE 801

Inventaire des ressources humaines - Système des affectations spéciales - Employés

Description : Ce fichier comprend, sur le logiciel Global et sur des copies papier, les données

personnelles de chaque candidat relatives à des sujets tels que leurs études, leurs domaines d'expertise, leur

expérience de travail, leurs compétences en matière de langues officielles et leur curriculum vitae.

Catégorie de personnes : Les employés de Statistique Canada.

But : Pour établir et tenir à jour un répertoire actuel des employés du bureau qui s'intéressent à des possibilités

d'affectations internes à Statistique Canada ou à des possibilités d'affectations externes au sein d'un autre

ministère ou organisme fédéral.

Usages compatibles : Effectuer des recherches pour trouver des candidats qualifiés au sein du Bureau, et ce, pour

des affectations qui ont été ciblées. Si toutes les parties concernées sont d'accord, les renseignements sont

diffusés aux niveaux interministériels et intergouvernemental.

Normes de conservation et de destruction : Les dossiers seront conservés pour une durée de 3 ans. **Enregistrement (SCT) :** 005103

Numéro de fichier : STC PPE 815

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion Aide aux employés

Voyages et réinstallations

Vérification de la fiabilité

Stationnement

Sécurité et santé au travail

Rémunération et avantages

Programme d'équité en matière d'emploi

Présences et congés

Politique de reconnaissance

Mesures disciplinaires

Langues officielles

Journaux de contrôle des réseaux électroniques

Harcellement

Griefs

Formation et perfectionnement

Évaluation du rendement

Dotation

Dossier personnel d'un employé

mandat

Code régissant les conflits d'intérêts et l'après-
Cartes d'identification et laissez-passer

Autorisations sécuritaires

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Voyages et réinstallations

Table ronde nationale sur l'environnement et l'économie

Chapitre 145

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Fichiers particuliers

Demande émanant des organismes fédéraux d'enquête

Description : Ce fichier contient une copie des

demandes de divulgation présentées par les organismes

d'enquête fédéraux et les organismes d'enquête

provinciaux faisant partie des ententes fédérales-

provinciales, ainsi que la mention des documents

communiques. Elle fut créée conformément au

paragraphe 8(4) de la Loi sur la protection des

renseignements personnels. Seuls les éléments contenus

dans les fichiers personnels peuvent être divulgués.

Cependant, les données communiquées dépendent de la

demande elle-même.

Catégorie de personnes :

Employés de Statistique Canada ayant fait l'objet d'une

demande de divulgation de renseignements de la part

d'un organisme d'enquête fédéral ou d'un organisme

d'enquête provincial faisant partie d'une entente fédérale-

provinciale.

But : Ce fichier sert à tenir un registre des

demandes portant sur la divulgation de renseignements

personnels sur les employés de Statistique Canada

(anciens ou actuels) et présentées par les organismes

d'enquête fédéraux et les organismes d'enquête

provinciaux faisant partie d'ententes fédérales-

provinciales. Il permet au Commissaire à la protection de

la vie privée de le consulter lorsqu'il examine les

autorisations de divulgation et qu'il instruit les plaintes

déposées par les particuliers.

Usages compatibles : Il n'y a pas, en ce moment, d'autres usages pour cette

banque de données.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Statistique Canada

Fichiers particuliers

Demande émanant des organismes fédéraux d'enquête

Description : Ce fichier contient une copie des

demandes de divulgation présentées par les organismes

d'enquête fédéraux et les organismes d'enquête

provinciaux faisant partie des ententes fédérales-

provinciales, ainsi que la mention des documents

communiques. Elle fut créée conformément au

paragraphe 8(4) de la Loi sur la protection des

renseignements personnels. Seuls les éléments contenus

dans les fichiers personnels peuvent être divulgués.

Cependant, les données communiquées dépendent de la

demande elle-même.

Catégorie de personnes :

Employés de Statistique Canada ayant fait l'objet d'une

demande de divulgation de renseignements de la part

d'un organisme d'enquête fédéral ou d'un organisme

d'enquête provincial faisant partie d'une entente fédérale-

provinciale.

But : Ce fichier sert à tenir un registre des

demandes portant sur la divulgation de renseignements

personnels sur les employés de Statistique Canada

(anciens ou actuels) et présentées par les organismes

d'enquête fédéraux et les organismes d'enquête

provinciaux faisant partie d'ententes fédérales-

provinciales. Il permet au Commissaire à la protection de

la vie privée de le consulter lorsqu'il examine les

autorisations de divulgation et qu'il instruit les plaintes

déposées par les particuliers.

Usages compatibles : Il n'y a pas, en ce moment, d'autres usages pour cette

banque de données.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

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Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Employés réputés

Description : Ce fichier contient des copies signées de

contrats ou de protocoles d'entente ; des affirmations de

discrétion ou serments signés ; des copies signées de

déclarations liées au serment d'engagement au secret

professionnel et au code de conflits d'intérêts et de

l'après-mandat ; le nom de la division, le nom de la

personne et la date de signature du serment ou du

contrat.

Catégorie de personnes : Personnes qui ont

été autorisées par le Comité d'examen des projets de

recherche pour les projets à entreprendre dans un centre

de données de recherche, ou qui ont été autorisées en

vertu d'un processus semblable d'examen par des pairs,

pour des projets de recherche à entreprendre au bureau

central ou dans un bureau régional.

But : Ce fichier sert à

tenir un inventaire des contrats signés par des personnes

qui poursuivent des recherches ou qui ont mené des

recherches nécessitant l'accès à des renseignements

statistiques confidentiels.

Usages compatibles : Cette

information ne sert pas à d'autres usages.

Normes de

conservation et de destruction : Les dossiers sont

conservés pendant deux ans après le dernière utilisation

administrative.

Enregistrement (SCT) : 005102

Société du Musée des sciences et de la technologie du Canada

Chapitre 141

Fichiers particuliers

Vérification de la fiabilité

Description : Ce fichier contient des renseignements qu'ont rassemblés des institutions fédérales lorsqu'elles ont procédé, conformément à la politique du

gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité de personnes travaillant ou demandant à travailler dans leurs services en vertu

d'une nomination, d'une affectation ou d'un contrat. Le fichier renferme des données sur les études, les qualités professionnelles, les antécédents professionnels, les cas judiciaires et, le cas échéant, la solvabilité des

personnes ainsi que d'autres renseignements personnels. **Catégorie de personnes :** Les personnes travaillant ou demandant à travailler au gouvernement

fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. **But :** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter

leurs tâches avec fiabilité et honnêteté. **Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. **Normes de**

conservation et de destruction : Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé qui a fait l'objet de la vérification. **No. ADD :** 86/001 **Enregistrement (SCT) :** 002862 **Numéro de fichier :** MST PPE 801

- Mesures disciplinaires
- Politique de reconnaissance
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Société immobilière du Canada limitée

Chapitre 142

Note : La Société immobilière du Canada limitée n'a pas d'employés. Sa présidente et première dirigeante est nommée par le gouverneur en conseil.

Tous les employés travaillent pour la Société immobilière du Canada CLC limitée, une filiale en propriété exclusive de la Société immobilière du Canada limitée.

- Fichiers ordinaires
- Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
- Accidents d'automobile, de bateau, d'embarcation et d'avion
- Autorisations sécuritaires
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Harcèlement
- Langues officielles
- Mesures disciplinaires
- Politique de reconnaissance
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Voyages et réinstallations

Société des ponts fédéraux Limitée

Chapitre 139

Fichiers particuliers

Programme de reconnaissance	Description : Ce fichier contient des renseignements sur les employés dont : nom, adresse résidentielle, numéro de téléphone, date d'entrée en fonction, prix distribués relatifs aux nombres d'années de service.
Catégorie de personnes : Le programme de reconnaissance concerne les employés de la Société qui ont de 5 à 25 années de service. But : Le programme de reconnaissance est un moyen que la Société a choisi pour souligner les années de service de ses employés. Usages compatibles : Les dossiers du programme de reconnaissance sont utilisés à des fins de gestion de remise des prix commémorant le nombre d'années de service d'un employé. Normes de conservation et de destruction : Conservation permanente. Enregistrement (SCT) : 005306	Numéro de fichier : SPFL PPE 801
Fichiers ordinaires	Fichiers particuliers
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu
Cartes d'identification et laissez-passer	Cartes d'identification et laissez-passer
Dossier personnel d'un employé	Dossier personnel d'un employé
Dotation	Dotation
Evaluation du rendement	Evaluation du rendement
Formation et perfectionnement	Formation et perfectionnement
Harcèlement	Harcèlement
Mesures disciplinaires	Mesures disciplinaires
Présences et congés	Présences et congés
Rémunération et avantages	Rémunération et avantages
Sécurité et santé au travail	Sécurité et santé au travail
Stationnement	Stationnement
Voyages et réinstallations	Voyages et réinstallations

Fichiers particuliers

Chapitre 140

Société du Musée canadien des civilisations

Les accidents d'automobile	Description : Ce fichier contient des rapports sur les accidents ; des réclamations pour les dommages subis ; des décisions du tribunal ; des règlements de transactions et la correspondance concernant les accidents survenus à des véhicules loués ou appartenant à l'État ainsi qu'à des véhicules privés utilisés à des fins professionnelles. Catégorie de personnes : Ce fichier se rattache aux personnes à l'emploi de la SMCC. But : Déterminer à la fois la responsabilité dans les accidents survenus et autoriser les réparations. Normes de conservation et de destruction : Les dossiers sont conservés pour une période de deux ans après la réclamation et le règlement de la transaction pour chaque cas en particulier, puis ils sont détruits. No. ADD : 86/001 Enregistrement (SCT) : 000380 Numéro de fichier : MCI PPE 801
Fichiers ordinaires	Fichiers particuliers
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Autorisations sécuritaires	Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat	Dossier personnel d'un employé
Dotation	Dotation
Evaluation du rendement	Evaluation du rendement
Formation et perfectionnement	Formation et perfectionnement
Griefs	Griefs
Harcèlement	Harcèlement
Langues officielles	Langues officielles

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles,

notamment l'âge, le sexe, le numéro d'assurance

sociale, l'état civil, l'adresse et le numéro de téléphone

du domicile, ainsi que la correspondance ayant trait à

l'embauche et à la cessation d'emploi, les évaluations

du rendement et les appréciations de l'employé, la

rémunération et les allocations, les déductions et les

avantages, la pension de retraite, les présences et les

congés, ainsi que les certificats médicaux fournis à

l'apui des demandes de congé de maladie.

Catégorie de personnes : Ce fichier se rapporte aux

employés anciens et actuels et il a pour but de fournir

de la documentation et de donner des autorisations

pour l'embauche, la fin de l'emploi et les pensions de

retraite ; les présences et les congés ; les dépenses

relatives aux traitements et allocations ; et les

deductions. Le numéro d'assurance sociale sert à des

fins d'identification de l'employé et d'uniformisation de

la gestion de la rémunération. **But :** Le fichier sert aussi

à identifier les décisions relatives à l'embauche et à la

fin d'emploi ; aux présences et aux congés ; à la

rémunération et aux avantages ; aux pensions de

retraite. Ces renseignements servent également à

faciliter la vérification et le rapprochement des comptes

de la rémunération. **Usages compatibles :** Le fichier

sert aussi à identifier les décisions relatives à

l'embauche et à la fin d'emploi ; aux présences et aux

congés ; à la rémunération et aux avantages ; aux

pensions de retraite. Ces renseignements servent

également à faciliter la vérification et le rapprochement

des comptes de la rémunération. **Normes de**

conservation et de destruction : Ces dossiers sont

détruits lorsque l'employé a 80 ans, pourvu que deux

années se soient écoulées depuis la dernière mesure

administrative inscrite au dossier. Les documents sont

conservés pendant un an après la fin de la période

d'emploi, puis ils sont confiés au Archives nationales du

Canada. **Enregistrement (SCT) :** 003652 **Numéro**

de fichier : SAD PPE 801

Dotation

Description : Ce fichier contient les demandes de

dotation ; les descriptions de poste ; les échelles de

salaires ; les profils de sélection ; les demandes d'emploi

des candidats ; les listes de candidats ; les évaluations

des jurys de sélection, y compris les notes d'évaluation

provenant du comité de dotation en personnel ; les

documents relatifs aux examens et à leurs résultats ; les

offres d'emploi ; les avis destinés aux candidats ; la

correspondance relative à la dotation faite par divers

moyens, notamment à l'aide du répertoire des

ressources humaines. On trouve dans les dossiers du

fichier une grande variété de renseignements

personnels, comme l'âge, le sexe, la scolarité et le

numéro d'assurance sociale. **Catégorie de**

personnes : Les postulants à un emploi. **But :** Le

fichier sert à sélectionner des candidats et à doter des

Formation et perfectionnement

Description : Ce fichier comprend les données

suivantes : les demandes pour suivre les cours, et les

évaluations ; les résultats des examens et les

certificats ; les dossiers concernant le remboursement

des frais ; la correspondance relative à la participation

des employés à des cours de formation et de

perfectionnement, parrainés par le gouvernement ou

par des organismes privés, et qui peuvent nécessiter

l'utilisation du numéro d'assurance sociale. Il convient

de signaler que les dossiers relatifs à la participation et

aux résultats obtenus sont joints aux dossiers

personnels des employés, et que l'on trouve, dans le

dossier sur les évaluations de rendement, les

renseignements touchant les besoins en

perfectionnement pour chaque employé. **Catégorie de**

personnes : Employés anciens et actuels. **But :** Ce

fichier sert à approuver et inscrire la participation des

employés à des cours de formation et de

perfectionnement et à confirmer les réalisations des

employés. **Usages compatibles :** Il sert aussi à étayer

les décisions relatives à la rémunération et aux

avantages ; aux présences et aux congés ; aux

mutations ; aux promotions et aux évaluations du

rendement. **Normes de conservation et de**

destruction : Ces dossiers sont conservés deux ans

après la dernière consultation à des fins administratives.

Enregistrement (SCT) : 002295 **Numéro de**

fichier : SAD PPE 804

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les

avances, les demandes de remboursement, les reçus,

les préparatifs de voyage, les itinéraires et la

correspondance concernant les déplacements, les

réinstallations ou les affectations à l'étranger des

employés. **Catégorie de personnes :** Employés de la

Société. **But :** Ce fichier a pour but d'emmagasiner des

renseignements concernant les voyages, les

réinstallations et les affectations à l'étranger des

employés. **Usages compatibles :** Ce fichier sert à

approuver les questions de voyage et de réinstallation

ainsi que les affectations à l'étranger, les avances et les

demandes de remboursement. **Normes de**

conservation et de destruction : Ces dossiers sont

conservés pendant huit exercices financiers.

Enregistrement (SCT) : 002294 **Numéro de**

fichier : SAD PPE 803

documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe ; toutefois, cette règle ne s'applique plus dans le cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. **Enregistrement (SCT) : 003133 Numéro de fichier : SHL PPE 840**

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Formation et perfectionnement

Mesures disciplinaires

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Société d'assurance-dépôts du Canada

Chapitre 138

Fichiers particuliers

Accès des employés aux locaux

Description : Tous les employés permanents et contractuels de la SADC ont une carte d'accès aux locaux de la Société. Chaque fois qu'un employé utilise sa carte, la date et l'heure sont enregistrées dans la banque de données personnelles. **Catégorie de personnes :** Les employés de la Société

d'assurance-dépôts du Canada et les personnes qui ont droit d'accès aux locaux. **But :** Bien que le système de sécurité électronique présente cette fonction, l'information n'a pas beaucoup de valeur et ne sert pas à surveiller les déplacements du personnel. **Normes de conservation et de destruction :** Au bureau d'Ottawa, où la SADC gère elle-même le système de sécurité, l'information est détruite tous les six mois. À Toronto, où le gérant de l'immeuble est chargé du système, l'information est conservée cinq ans. **Enregistrement (SCT) : 003708 Numéro de fichier : SAD PPE 806**

Conflits d'intérêts

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiel, des rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiel ou réel. Il sert à consigner les conflits d'intérêts potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts réel. **Usages compatibles :** Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant deux ans après la dernière consultation à des fins administratives. **Enregistrement (SCT) : 002296 Numéro de fichier : SAD PPE 805**

Harèlement (y compris la discrimination et le harcèlement sexuel)

Description : Ce fichier contient la correspondance

concernant les plaintes et incidents reliés au harcèlement ; les entrevues réalisées avec les

plaignants et avec la personne qui a été supposément accusée de harcèlement ; les entrevues avec les

témoins ; les sommations aux enquêtes faites par la direction ; les analyses des situations et les dossiers

touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un

dossier distinct et ne pas être placés dans le dossier d'emploi des parties concernées. Lorsque, à la suite

d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements

seront transférés dans le fichier se rapportant aux mesures disciplinaires. **Catégorie de personnes :**

Employés de la SCHL. **But :** Ce fichier a pour but d'emmagasiner les renseignements nécessaires qui

permettent le traitement de plaintes de harcèlement au travail. Il sert à prendre des décisions et, plus

particulièrement, à établir s'il y a vraiment harcèlement. Dans l'affirmative, il sert à déterminer les mesures

appropriées. **Usages compatibles :** Étayer les décisions portant sur les mutations et les mesures

disciplinaires. **Normes de conservation et de destruction :** Les dossiers sont détruits cinq ans après

la dernière mesure administrative prise au sujet d'un cas donné. **No. ADD :** 85-001 **Enregistrement (SCT) :** 002994 **Numéro de fichier :** SHL PPE 830

Journaux de contrôle des réseaux électroniques

Description : Le fichier renferme des renseignements sur l'utilisation des réseaux électroniques à la SCHL. Ces renseignements sont recueillis lorsqu'il y a lieu de

soumettre un usage détourné, au sens donné à ce terme dans les Lignes directrices sur l'utilisation

d'Internet et politique sur l'utilisation des réseaux électroniques pour les employés de la SCHL. Ce fichier

peut comprendre, par exemple, des journaux de réseau qui établissent des liens entre le poste de travail d'un

employé et une adresse IP, les listes de sites consultés et les renseignements sur les opérations effectuées, y

compris la date, l'heure, la durée et la nature de la visite ou de l'opération. Il peut aussi s'étendre à de

l'information sur l'usage fait de codes d'autorisation attribués à des particuliers, y compris les cas où les

codes ont pu être utilisés avec succès ou non, la date, l'heure et la fréquence d'utilisation. **Catégorie de personnes :** Les employés de la SCHL. **But :** Les

renseignements stockés dans le fichier sont recueillis aux fins des enquêtes sur les cas soupçonnés ou

présusés d'usage détourné des réseaux électroniques de la SCHL. **Usages compatibles :** Les

renseignements peuvent servir à justifier les mesures disciplinaires prises à la suite d'une infraction aux

Lignes directrices sur l'utilisation d'Internet et politique sur l'utilisation des réseaux électroniques par les

Normes de conservation et de destruction

des renseignements personnels utilisés sont conservés pendant trois ans suivant la dernière utilisation qui en est faite. **Enregistrement (SCT) :** 005072 **Numéro de fichier :** SHL PPE 847

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences ; des demandes de formation linguistique comprenant

des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé ; les résultats des examens de connaissance

linguistique ; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les

examens linguistiques, les dossiers concernant la formation et les exemptions peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes :** Employé de la SCHL. **But :** Ce fichier a

pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la SCHL. Il vise à

justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les

épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des

employés. **Usages compatibles :** Étayer et justifier les décisions concernant chaque employé, en matière de

questions de dotation, de mutations et de promotions. Il permet également de déterminer le statut linguistique

de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction :** Pour les résultats

des tests de la langue, la période de conservation devrait être augmentée de 2 à 5 ans, suite à laquelle

une période dormante d'un an devrait être ajoutée ; pour la désignation linguistique des postes, des

périodes de conservation et dormante de 3 ans et 5 ans respectivement sont suggérées ; les dossiers de

participation aux cours de langue devraient être retenus pour 3 ans, suite à quoi ils devraient être détruits. **No. ADD :** 85-001 **Enregistrement (SCT) :** 002993

Programme d'aide aux employés

Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel

offert aux employés de la SCHL, aux retraités, leur conjoint et leurs personnes à charge. Les employés,

leurs personnes à charge et les retraités, leur conjoint et doivent communiquer directement avec le consultant.

Les services du consultant ont été retenus par la SCHL afin qu'il offre le Programme d'aide aux employés au

groupe mentionné précédemment. Les documents concernant la consultation sont conservés par le

consultant et ne sont pas remis à la SCHL afin de maintenir le caractère confidentiel du programme.

plaintes et irrégularités au sujet de questions du domaine criminel ou sécuritaire. Il contient les procès-verbaux d'enquêtes, des notes d'entrevue, des rapports et les démarches correctives entreprises.

Catégorie de personnes : Employés et grand public.

But : Le fichier sert à faire enquête et à juger de la véracité des allégations de mauvaise conduite dans le domaine des infractions statutaires ou criminelles contre la Société, ou par un employé.

Usages compatibles : Dans le cas d'enquêtes criminelles, les dossiers sont remis à la G.R.C., ou à un autre service de police reconnu.

Normes de conservation et de destruction : Les dossiers sont conservés trois ans après l'activité administrative relative à un cas.

Enregistrement (SCT) : 001939 **Numéro de fichier :** SHL PPE 806

Dossiers des appels internes et des plaintes d'employés

Description : Ce fichier consigne et fournit des renseignements sur les appels internes entendus et les plaintes d'employés portées à d'autres agences telles que la Commission canadienne des droits de la personne, Développement des ressources humaines Canada, Travail et le Bureau du Commissaire aux langues officielles.

Catégorie de personnes : Employés qui ont eu recours aux systèmes d'appel interne ou à une enquête ou processus se rapportant à une plainte de l'extérieur.

But : Le fichier sert à faciliter les enquêtes de plaintes ou d'appels internes ; les investigations de plaintes externes et à tenir un dossier des précédents.

Normes de conservation et de destruction : Les dossiers sont conservés trois ans à partir de la date du règlement ou de la décision de l'appel.

Enregistrement (SCT) : 001938 **Numéro de fichier :** SHL PPE 804

Dossiers médicaux des employés (1977 au 31/12/97)

Description : Ce fichier contient les dossiers médicaux sur les employés ainsi que des renseignements médicaux au sujet des membres de leur famille.

Catégorie de personnes : Employés de la Société et les membres de leur famille.

But : Ce fichier contient toutes les consultation effectuées par le Centre de Santé incluant les traitements d'urgence, les visites concernant le retour au travail, l'assistance aux employés et les examens nécessitant des références aux médecins spécialisés.

Usages compatibles : Prévoir l'accès aux employés à leurs renseignements médicaux par l'entremise du Bureau de l'accès à l'information et de la protection des renseignements personnels.

Normes de conservation et de destruction : Depuis 1977, les dossiers sont conservés jusqu'à ce que l'individu ait atteint 70 ans ou deux ans après le décès de l'individu, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative concernant l'information.

Enregistrement (SCT) : 001937 **Numéro de fichier :** SHL PPE 802

Dotation—Dossiers de compétition

Description : Ce fichier contient les demandes de dotation ; les descriptions de poste ; les échelles de salaire ; les profils de sélection ; les affiches de concours ; les demandes de mutation ; les demandes d'emploi des candidats qui ont passé une entrevue, les listes de candidats ; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant des membres du comité de sélection ; les documents relatifs aux examens et à leurs résultats ; les offres d'emploi ; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé).

Catégorie de personnes : Candidats internes et externes.

But : Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes.

Usages compatibles : Sélectionner des candidats, doter des postes. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection. Il faut, le cas échéant, inscrire le numéro du concours.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de deux ans et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question.

No. ADD : 85-001 **Enregistrement (SCT) :** 002995 **Numéro de fichier :** SHL PPE 835

Griets

Description : Ce fichier contient les griets présentés par les employés syndiqués et par les représentants des unités de négociation ; les accusés de réception et les réponses de la direction ; les témoignages ; les opinions juridiques ; les rapports d'enquête et d'analyse ; et toute la correspondance échangée au sujet des griets.

Catégorie de personnes : Employés syndiqués de la SCHL.

But : Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griets.

Usages compatibles : Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griets à tous les paliers de la procédure.

Normes de conservation et de destruction : Les dossiers sont détruits après une période de cinq ans suivant la date de règlement du griet.

No. ADD : 85-001 **Enregistrement (SCT) :** 002992 **Numéro de fichier :** SHL PPE 820

Cartes d'identification et laissez-passer

Description : Ce fichier pourrait contenir des photographies, des formulaires d'identification et la correspondance connexe à l'émission des cartes d'identité et des laissez-passer.

Catégorie de personnes : Employés de la Société, entrepreneurs et les consultants. **But :** Ce fichier a pour but d'emmagasiner des renseignements connexes à l'émission des cartes d'identité et de laissez-passer.

Usages compatibles : Emettre des cartes d'identité et des laissez-passer. **Normes de conservation et de destruction :** Les dossiers sont détruits trois ans suivant le départ de l'employé. **No. ADD :** 85-001

Enregistrement (SCT) : 002199 **Numéro de fichier :** SHL PPE 810

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de personnes : Employés de la Société. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

Usages compatibles : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits sept ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

No. ADD : 85-001 **Enregistrement (SCT) :** 000097

Numéro de fichier : SHL PPE 808

Dossier personnel d'un employé

Description : Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne au sein de la SCHL. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; aux termes et conditions d'emploi ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles et aux langues officielles. C'est la SCHL pour lequel l'employé travaille

présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le numéro d'assurance sociale ; l'adresse domiciliaire ; la

citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs, le curriculum vitae et

Dossiers d'enquête

Description : Ce fichier sert à la consignation des évaluations de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la performance et les évaluations de l'employé, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions

concernant la dotation ; les présences et les congés ; les termes et conditions d'emploi ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; et les autorisations sécuritaires. **Catégorie de personnes :** Employés de la SCHL. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il arrive également que des renseignements soient fournis à des ministères ou des agences du gouvernement fédéral lors de mutations d'employés ou aux employeurs avec lesquels la Société a conclu une

entente de réciprocité (retraite). **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés ; aux termes et conditions d'emploi ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles et aux langues officielles aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements sont distribués aux divers régimes d'assurance-maladie provinciaux ; et aux assureurs de groupe ; aux syndicats (rétention des cotisations). **Normes de conservation et de destruction :** Les dossiers sont

gardés par la SCHL pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés à un site commercial d'entreposage externe et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations du rendement d'employés sont conservées pendant cinq ans. **No. ADD :** 85-001 **Enregistrement (SCT) :** 002991 **Numéro de fichier :** SHL PPE 815

Dossiers d'enquête

Description : Ce fichier sert à la consignation des

évaluations de l'organisme ou du

ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la performance et les évaluations de l'employé, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions

concernant la dotation ; les présences et les congés ; les termes et conditions d'emploi ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; et les autorisations sécuritaires. **Catégorie de personnes :** Employés de la SCHL. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il arrive également que des renseignements soient fournis à des ministères ou des agences du gouvernement fédéral lors de mutations d'employés ou aux employeurs avec lesquels la Société a conclu une

entente de réciprocité (retraite). **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés ; aux termes et conditions d'emploi ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles et aux langues officielles aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements sont distribués aux divers régimes d'assurance-maladie provinciaux ; et aux assureurs de groupe ; aux syndicats (rétention des cotisations). **Normes de conservation et de destruction :** Les dossiers sont

gardés par la SCHL pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés à un site commercial d'entreposage externe et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations du rendement d'employés sont conservées pendant cinq ans. **No. ADD :** 85-001 **Enregistrement (SCT) :** 002991 **Numéro de fichier :** SHL PPE 815

Dossiers d'enquête

Description : Ce fichier sert à la consignation des

évaluations de l'organisme ou du

ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la performance et les évaluations de l'employé, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions

différents programmes soutenus par le SIRH est régie par le calendrier des délais de conservation des fichiers pertinents. **No ADD : 88/007 Enregistrement (SCT) :** 001348 **Numéro de fichier :** SCP PPE 804

Système national d'assiduité et des présences

(SNAP) — FERME

Description : Cette banque informatisée renferme, sous forme de rapport, divers renseignements comme le nom de l'employé, le numéro d'identification de l'employé, les heures de travail et les déplacements entre les postes de travail pendant un quart prévu, les heures supplémentaires, les primes de quart, les pauses de travail, les calendriers de quart, les congés prévus ou les jours de congé restants ainsi que les absences non prévues. Il est à noter que certaines données sur support papier peuvent se trouver aux Dossiers individuels sur le personnel (Rémunération).

Catégorie de personnes : Tous les employés actuels ou ayant récemment quitté la SCP, qui sont ou qui ont été assignés à un site du SNAP. **But :** Ce fichier a pour but de recueillir les données sur les présences et les congés aux sites SNAP afin de surveiller les déplacements entre les postes de travail des employés pendant les quarts et d'obtenir une ventilation de la répartition de la main-d'oeuvre par quart de travail à chaque établissement. **Usages compatibles :** Les dossiers servent à confirmer les droits salariaux et autres des employés, à déterminer les schémas de répartition de la main-d'oeuvre par quart de travail à chaque établissement SNAP, à prévoir les affectations des employés réguliers et occasionnels, à effectuer des vérifications et à compiler des statistiques. Les données en direct peuvent être consultées pour 16 semaines, après quoi elles sont archivées sur bande magnétique. Les employés qui demandent accès à ce fichier doivent d'abord produire leur numéro d'identification d'employé, indiquer leur emplacement de travail et préciser la

période à laquelle se rapportent les données. **Normes de conservation et de destruction :** Le calendrier de conservation est en cours d'élaboration, mais les dossiers seront conservés pendant un minimum de deux ans. **Enregistrement (SCT) :** 003547 **Numéro de fichier :** SCP PPE 831

Systèmes de contrôle de l'accès

Description : Le fichier contient des demandes de carte d'identité, des demandes de laissez-passer temporaires, des photographies, des données sur l'inscription des visiteurs et des rapports d'incidents occasionnels, ainsi que des documents d'appoint. L'information qui existe sur support informatique est limitée. Le système de carte d'accès et d'alarme peut aussi produire des rapports pour assister aux enquêtes d'incident et à l'analyse statistique. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et la date d'emploi. **Catégorie de personnes :** Employés qui ont accès aux installations de la Société. **But :** Le fichier vise à contrôler l'accès à certaines installations, et à garantir la sécurité des employés et des biens de la Société et de tout le courrier en cours de transmission. **Usages compatibles :** Les dossiers servent à l'émission et à la révocation des cartes d'identité ou des laissez-passer, et au maintien de la sécurité des immeubles. **Normes de conservation et de destruction :** Les documents sont gardés pendant deux ans après la date d'expiration des cartes, puis sont détruits.

Enregistrement (SCT) : 001364 **Numéro de fichier :** SCP PPE 823

Fichiers particuliers

Réclamations – Véhicules assurés ou non

Description : Ce fichier contient des rapports sur les accidents ; des réclamations pour les dommages subis ; des décisions du tribunal ; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules loués ou appartenant à l'Etat ainsi qu'à des véhicules privés utilisés à des fins professionnelles sur des accidents qui ont été rapportés de même que les réclamations concernant la responsabilité, les fraudes commises par des employés, les dommages matériels et les créances hypothécaires. **Catégorie de personnes :** Employés

de la SCHL. **But :** Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile survenus à des employés de la SCHL et au grand public de même que pour les réclamations. **Usages compatibles :** Déterminer la responsabilité pour de tels accidents, en approuver le règlement et fournir des statistiques afin de répondre aux exigences de rapports des compagnies d'assurance. **Normes de conservation et de destruction :** Les dossiers sont conservés actifs pour cinq ans et inactifs indéfiniment. **Enregistrement (SCT) :** 003295 **Numéro de fichier :** SHL PPE 855

sont conservés pendant deux ans après l'année financière de l'expiration du permis avant d'être détruits.

Enregistrement (SCT) : 001359 **Numéro de fichier :** SCP PPE 817

Système d'information sur les ressources humaines (SIRH) — FERME

Description : Cette banque contient des renseignements comme la date d'entrée en fonction et le nombre d'années de service à Postes Canada, la date d'entrée en fonction à la fonction publique, la date de base et les années de service valides, le numéro d'identification de l'employé, la date de naissance, le sexe, l'adresse à la maison et le numéro de téléphone, la personne avec laquelle communiquer en cas d'urgence, le type d'emploi (temps-plein, temps partiel, à terme, occasionnel, etc.), le titre et le numéro de poste, la catégorie linguistique, le code d'exclusion, la durée de la semaine de travail, le salaire de base, l'unité de travail, le lieu de travail et le numéro de téléphone, le degré de bilinguisme, information organisationnelle, le dossier des nominations, la date et le motif de cessation d'emploi. Le numéro d'assurance sociale est recueilli et utilisé à des fins non statutaires, jusqu'à ce qu'il puisse être remplacé par le numéro d'identification des employés.

Catégorie de personnes : Il y a des dossiers et des données sur tous les employés actuels de la SCP, qu'ils soient des employés réguliers, à terme, occasionnels, à plein temps ou à temps partiel, ainsi que sur les anciens employés qui ne sont plus à l'emploi de la SCP depuis 1985. **But :** Appuyer la rémunération et l'administration des avantages sociaux de tous les employés de la SCP. **Usages compatibles :** Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, les vérifications de sécurité, la rémunération et les avantages sociaux, la paie et les présences, la planification et le perfectionnement des ressources humaines, la formation, la santé professionnelle et la sécurité, les déplacements et la réinstallation, l'équité en matière d'emploi, les relations du travail, la discipline, les démissions et les cessations d'emploi ; pour faciliter la supervision des employés (les superviseurs contribueront et auront accès à certaines données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail) ; pour effectuer des enquêtes et poster des publications de la Société ; pour la production des rapports de la gestion (c'est-à-dire le rapport sur les langues officielles, les droits de la personne et l'équité en matière d'emploi, les prévisions quant aux ressources en main-d'œuvre/demandes de travail ; et à d'autres fins de recherche (c'est-à-dire recherche dans le domaine des relations industrielles, des études d'organisation, des comparaisons inter-entreprises, des analyses des tendances).

Normes de conservation et de destruction : La destruction des données relatives aux

accès à ce fichier doivent préciser le nom de famille et le code postal de la demande précédente. Précisons que les suggestions de sujets pour les timbres-poste peuvent aussi être versées au fichier Sujets des timbres-poste et références sur les concepteurs, SCP PPU 025. **Catégorie de personnes :** Employés actuels de la Société et les employés qui l'ont quittée récemment qui ont adressées des lettres au Ministre, aux députés, à d'autres représentants élus ou au président du conseil, au président ou à d'autres dirigeants de la Société. Les documents peuvent aussi contenir des renseignements personnels sur d'autres employés lorsque la demande les concerne. **But :** Le présent fichier sert de référence dans la préparation des réponses aux demandes adressées au Ministre, au président et à des demandes concernant l'exploitation et l'administration de Postes Canada. **Usages compatibles :** Les registres servent à étayer le système de correspondance, surveiller la préparation des réponses, et à titre de référence lorsque d'autres demandes ou des demandes similaires sont présentées, à faire des réponses ultérieures, justifiées par de nouveaux développements, aux personnes qui ont manifesté un intérêt particulier envers une question, ainsi qu'à étudier certaines tendances.

Normes de conservation et de destruction : Les ébauches de réponse du système informatique sont effacées une fois la lettre finale signée. Les documents écrits et l'index automatisé sont conservés pendant une période de sept ans après l'année où la réponse a été envoyée, puis sont détruits ou supprimés, selon le cas. L'élimination des documents conservés dans les dossiers des unités qui préparent les réponses se fait conformément aux dispositions en vigueur dans celles-ci. **No ADD :** 88/007 **Enregistrement (SCT) :** 002077 **Numéro de fichier :** SCP PPE 826

Stationnement

Description : Ce fichier réunit les demandes de permis, y compris les privilèges de stationnement, et les documents relatifs au stationnement de véhicules à moter sur les terrains loués ou appartenant à la Société. Il peut exister aussi des dossiers d'opérations informatisés. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes :** Employés de la Société qui ont demandé ou reçu un permis de stationnement de la SCP. **But :** Le présent fichier vise le contrôle du stationnement à proximité de certains édifices de la Société. **Usages compatibles :** Les documents doivent servir à surveiller l'émission et la révocation de permis de stationnement, et dans les cas de poursuite pour violation des règlements de stationnement. Les documents peuvent aussi aider à organiser le co-votage. Il est à noter que certains dossiers sont hors de la portée de la SCP car plusieurs employés détiennent des permis de stationnement obtenus de fournisseurs privés. **Normes de conservation et de destruction :** Les documents

du conseil, au président et à d'autres dirigeants de Postes Canada, ou des lettres adressées aux bureaux divisionnaires du Service à la clientèle référées aux Relations gouvernementales en vue d'obtenir des conseils ou des réponses, de la documentation de base compilée lors de la préparation des réponses et les réponses fournies. On retrouve certains renseignements, comme un index des lettres reçues, dans le système informatisé de correspondance. On y retrouve aussi la correspondance et la documentation se rapportant à Postes Canada et à ses programmes d'exploitation destinées à renseigner le Ministre et les représentants élus, des dossiers, des pétitions de la Chambre des communes et des questions figurant au Feuilleton. (Le fichier numéro SCP PPE 826, Service de correspondance, contient des enregistrés) Les personnes qui désirent avoir accès à ce fichier doivent préciser les noms, les dates, les lieux et l'objet de la demande, car cette information ne peut être récupérée à partir du code d'identification personnel. **Catégorie de personnes :** Employés, lorsque la demande les concerne. **But :** Le présent fichier sert de référence dans la préparation des réponses aux demandes de renseignements. **Usages compatibles :** Les documents servent à surveiller la préparation des réponses aux demandes, pour fin de référence lorsque des demandes subséquentes ou similaires sont adressées, et à identifier et à suivre les tendances. **Normes de conservation et de destruction :** La correspondance générale est conservée pendant deux années civiles suivant la dernière utilisation à des fins administratives. Les dossiers, les pétitions de la Chambre des communes et les questions au Feuilleton sont conservés pendant cinq ans suivant la dernière utilisation à des fins administratives. **No ADD :** 97/020 **Renvoi au dossier # :** Ressources humaines **Enregistrement (SCT) :** 004000 **Numéro de fichier :** SCP PPE 833

Services aux régions du Nord

Description : Les dossiers en clair comprennent des certificats de naissance et de mariage, des indemnités de poste isolé, des attestations d'étude et des déclarations de conjoint de fait ; des certificats officiels de citoyenneté ; des documents d'autorisation de déplacement et des demandes de remboursement de frais de déplacement et des dossiers de présence. Les données informatisées comprennent le nom, le numéro d'identification de l'employé, l'état matrimonial, la date de naissance, l'adresse à domicile, les données sur les présences, les congés, les salaires et les déplacements, l'unité de négociation, le profil de bureau, les données du poste, les profils annexes, les indemnités de poste isolé et d'autres droits spéciaux. Certaines données relatives aux nouveaux employés sont extraites du Systèmes, applications et produits (SAP) ; et partagées avec les Comptes fournisseurs (SCP PPE 820) ainsi que les Opérations du service de la paie (voir Dossiers individuels sur le personnel (Rémunération). **Catégorie**

de personnes : Près de 300 employés des services aux régions du Nord et leurs personnes à charge. **But :** Appuyer la rémunération des employés des Services aux régions du nord. **Usages compatibles :** Déterminer et administrer les indemnités de poste isolé (avantage imposable) aux employés des services aux régions du Nord, y compris les frais de déplacement de leur famille ; vérifier les données de nomination, pour mettre à jour les listes des employés en service ; surveiller les présences et les frais de déplacement ; effectuer des envois intéressant particulièrement les employés ou les services des régions du Nord ; et pour répondre aux demandes de renseignements. **Normes de conservation et de destruction :** Les dossiers seront conservés pendant un minimum de deux ans suivant la cessation d'emploi. **Enregistrement (SCT) :** 003548 **Numéro de fichier :** SCP PPE 832

Services spéciaux

Description : Ce fichier contient des renseignements personnels réunis au cours du traitement des questions délicates concernant les employés, et comprend des évaluations du problème, des solutions de rechange, des recommandations et la décision prise par la suite, à savoir la poursuite du travail, l'imposition de mesures disciplinaires, le déplacement, la rétrogradation ou la cessation d'emploi. Précisons que le règlement des frais d'inscription est aussi versé aux Comptes fournisseurs (SCP PPE 820). **Catégorie de personnes :** Un pourcentage restreint d'employés non-syndiqués qu'on dirige vers les Services spéciaux parce qu'il s'agit d'employés problèmes ou dont le poste a été déclaré superflu. **But :** Le fichier vise la prestation de conseils objectifs à la haute direction sur les cas éprouvés de certains employés non syndiqués. **Usages compatibles :** Les documents y figurant servent à garantir le traitement humanitaire et conséquent, dans la légalité, des cas soumis. Des notes sur les décisions prises (non motivées) peuvent être versées aux Dossiers individuels sur le personnel, SCP PPE 802. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de douze ans après le dernier emploi administratif (par exemple, règlement de la question) avant d'être détruits. **No ADD :** 88/007 **Enregistrement (SCT) :** 001355 **Numéro de fichier :** SCP PPE 812

Services de la correspondance

Description : Ce fichier contient, entre autres, des lettres envoyées ou adressées au Ministre, au président et à d'autres bureaux régionaux du Service à la clientèle, de la documentation de base compilée lors de la préparation des réponses et les réponses finales. On retrouve certains renseignements, comme les lettres d'arrivées, des ébauches de réponse courante et un index, dans le système informatisé des Services de correspondance. Les personnes qui désirent avoir

des blessures. **Normes de conservation et de destruction** : En cours d'élaboration. **Enregistrement (SCT)** : 005245 **Numéro de fichier** : SCP PPE 880

Réclamations - gestion du risque

Description : Ce fichier réunit des documents sur les réclamations qui concernent des cas de dommages à la propriété, de responsabilité générale et automobile, des avis juridiques, des ententes de règlement et d'autres documents liés à d'autres accidents avec des tiers. Les documents réunissent des renseignements sur les parties en cause, leurs assureurs (s'il y a lieu), et sur la nature de la blessure ou de la perte de revenus d'emploi ou les dépenses médicales. Les documents portent aussi sur les pertes causées à la propriété de Postes Canada par les incendies et la tempête, et les crimes comme le vol, l'effraction et le vandalisme. Le système d'information de la gestion du risque contient aussi certains dossiers informatisés qui donnent des renseignements sur les normes des employés et des requérants, la nature de la perte et le coût des règlements. Précisons que les documents sur le règlement des frais sont aussi versés au fichier Comptes fournisseurs, SCP PPE 820, que ceux sur les conducteurs de véhicules (y compris ceux sur les accidents qui n'entraînent pas de réclamations présentées par des tiers) sont conservés dans le fichier Gestion du parc de véhicules, SCP PPE 825, que les réclamations d'indemnisation pour accidents de travail sont classées dans le fichier Demandes de règlement à la Commission des accidents de travail, SCP PPE 845, et que les réclamations portant sur le courriel en retard, perdu ou endommagé sont versées dans le fichier Services à la clientèle, SCP PPU 030. Les personnes qui désirent avoir accès à ce fichier doivent préciser, notamment, le lieu et la date du sinistre. **Catégorie de personnes** : Employés de la Société victimes de sinistres (conducteurs de véhicules de la Société et factuels). (Voir aussi le fichier Cas de responsabilité financière, SCP PPE 818.) **But** : Le présent fichier porte sur le traitement des réclamations présentées par Postes Canada et par des tiers. **Usages compatibles** : Les documents servent à déterminer la responsabilité dans le cas d'accidents de voiture, d'incendies et d'accidents avec des tiers ; ainsi que par des dommages à la propriété de Postes Canada ; approuver les ententes de règlement (paiements faits à la Société ou par celle-ci). Comme les véhicules des postes sont assurés, les réclamations sont traitées par des régisseurs de l'exterieur (réclamation exigeant une enquête, en particulier celles impliquant des blessures). Ils servent également à étayer les réclamations de la Société concernant certaines polices en vigueur, et à aider à diminuer les pertes et à mettre en place des mesures de prévention des sinistres. Précisons que certains renseignements peuvent être fournis aux compagnies d'assurance, aux avocats représentant l'une ou l'autre des parties et à la police pour faciliter le règlement des sinistres et pour empêcher la récurrence.

Réinstallation

Description : Ce fichier réunit les documents suivants : lettres d'offre d'emploi, autorisations, avances, réclamations, paiements aux fournisseurs, reçus et correspondance sur la réinstallation et, s'il y a lieu, des documents sur les transactions immobilières. Des données sur les dépenses se trouvent aussi dans le fichier automatisé des réinstallations du système du grand livre auxiliaire. Précisons que les documents sur le règlement des coûts sont aussi versés au fichier Comptes fournisseurs (SCP PPE 820). Le système informatisé comprend également des dossiers sur les biens immobiliers. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de la réinstallation et les dates approximatives. **Catégorie de personnes** : Employés de la Société qui doivent ou qui viennent de se réinstaller, ainsi que sur les nouveaux employés qui doivent déménager pour venir travailler à Postes Canada. **But** : Le présent fichier porte sur la réinstallation des employés. **Usages compatibles** : Les documents servent à administrer la procédure de réinstallation (autorisations, avances, réclamations et paiements) ; et à des fins de budgétisation, de vérification et de recherche. Les renseignements peuvent être divulgués, avec le consentement de l'employé intéressé, à des compagnies de réinstallation et des compagnies de déménagement et à des avocats représentant l'une ou l'autre des parties engagées dans des transactions immobilières pour accélérer la procédure.

Normes de conservation et de destruction

documents sont conservés pendant six années financières après le règlement des réclamations faites à la Société ou présentées par celle-ci, à moins qu'une personne mineure ne soit concernée, auquel cas les documents sont conservés pendant six années financières après que le mineur ait atteint sa majorité (âge qui varie selon les provinces). **No ADD** : 88/007 **Enregistrement (SCT)** : 001360 **Numéro de fichier** : SCP PPE 819

Enregistrement (SCT)

Description : Les documents sont conservés pendant les six exercices suivant l'année pendant laquelle a été effectuée la dernière transaction financière. Les dossiers de subvention au logement sont conservés pendant les six exercices suivant la fin de la subvention. Les documents du système du grand livre auxiliaire pour la réinstallation sont détruits six ans après la fermeture du dossier. **Enregistrement (SCT)** : 001358 **Numéro de fichier** : SCP PPE 816

Normes de conservation et de destruction

documents sont conservés pendant six années financières après le règlement des réclamations faites à la Société ou présentées par celle-ci, à moins qu'une personne mineure ne soit concernée, auquel cas les documents sont conservés pendant six années financières après que le mineur ait atteint sa majorité (âge qui varie selon les provinces). **No ADD** : 88/007 **Enregistrement (SCT)** : 001360 **Numéro de fichier** : SCP PPE 819

Normes de conservation et de destruction

documents sont conservés pendant six années financières après le règlement des réclamations faites à la Société ou présentées par celle-ci, à moins qu'une personne mineure ne soit concernée, auquel cas les documents sont conservés pendant six années financières après que le mineur ait atteint sa majorité (âge qui varie selon les provinces). **No ADD** : 88/007 **Enregistrement (SCT)** : 001360 **Numéro de fichier** : SCP PPE 819

Normes de conservation et de destruction

documents sont conservés pendant six années financières après le règlement des réclamations faites à la Société ou présentées par celle-ci, à moins qu'une personne mineure ne soit concernée, auquel cas les documents sont conservés pendant six années financières après que le mineur ait atteint sa majorité (âge qui varie selon les provinces). **No ADD** : 88/007 **Enregistrement (SCT)** : 001360 **Numéro de fichier** : SCP PPE 819

Normes de conservation et de destruction

documents sont conservés pendant six années financières après le règlement des réclamations faites à la Société ou présentées par celle-ci, à moins qu'une personne mineure ne soit concernée, auquel cas les documents sont conservés pendant six années financières après que le mineur ait atteint sa majorité (âge qui varie selon les provinces). **No ADD** : 88/007 **Enregistrement (SCT)** : 001360 **Numéro de fichier** : SCP PPE 819

Programme de reconnaissance des longs états de service

Description : Sont consignés dans le fichier sur le Programme de reconnaissance des longs états de service les éléments suivants : nom et numéro des membres par section, adresse résidentielle, numéro de téléphone, date d'entrée en fonctions et de retraite, prix distribués et, dans le cas des employés aux longs états de service, numéro d'identification. **Catégorie de personnes :** Le Programme de reconnaissance des longs états de service concerne les employés retraités de la Société qui ont au moins 10 années de service et les employés aux longs états de service proprement dits (25 ans ou plus), lesquels sont également invités à faire partie du Club Héritage. **But :** Le Programme de reconnaissance des longs états de service est un moyen que Postes Canada a choisi pour souligner les longs états de service de ses employés. Le Club Héritage est quant à lui un club social pour les employés retraités ou les employés actifs possédant de longs états de service qui a pour but d'entretenir la camaraderie et d'apporter son soutien à diverses causes communautaires. **Usages compatibles :** Les dossiers du Club Héritage sont regroupés en 31 sections situées d'un bout à l'autre du pays, et utilisées aux fins suivantes : remise de cadeaux commémoratifs après un nombre d'années de service approprié et à la retraite, organisation de rencontres sociales telles que des banquets et soutien à la réalisation de programmes communautaires ou autres de la Société tels que le Concours national de rédaction de lettres, le Programme de lettres au Père Noël, le Programme de bourses d'études, etc. Les avantages impossibles sont rapportés au Service de la paie aux fins d'inscription sur les feuillets T4 de L'Agence des douanes et du revenu du Canada - Impôt. **Normes de conservation et de destruction :** Un calendrier pour le Programme de reconnaissance des longs états de service est en cours d'élaboration. **No ADD :** 91/020 **Enregistrement (SCT) :** 002989 **Numéro de fichier :** SCP PPE 830

Description : Ce fichier réunit les renseignements comme les avis d'intérêt, le nom de l'employé, la durée du service, le profil salarial, les montants estimés des incitations à la retraite ou au départ, les acceptations ou les refus des offres incitatives, les renvois à des conseillers en orientation de carrière, ainsi que des données fiscales ou financières. Certains fichiers connexes existent aussi sous forme électronique dans le Systèmes, applications et produits (SAP). On peut trouver également des fichiers connexes dans les Dossiers individuels sur le personnel. **Catégorie de personnes :** Les employés actuels ou ceux ayant récemment quitté Postes Canada qui ont exprimé leur intérêt à un plan de retraite anticipée ou d'incitation au départ. **But :** Ce fichier sert à appuyer les objectifs de restructuration de la SCP en offrant des plans facultatifs de retraite anticipée ou d'incitation au départ des

employés admissibles. **Usages compatibles :** Les documents servent à confirmer l'admissibilité des demandeurs au programme d'incitation, évaluer cas par cas les montants des indemnités de départ, faire des offres aux demandeurs admissibles et traiter les paiements versés aux employés qui ont accepté l'indemnité de départ volontaire. **Normes de conservation et de destruction :** Les documents sont conservés pendant que l'employé est engagé par Postes Canada. Deux ans après que l'employé a quitté la Société, les documents sont transférés aux Archives nationales du Canada et détruits lorsque l'employé atteint l'âge de 80 (pourvu que deux ans se soient écoulés depuis la dernière fois que les documents ont servi à des fins administratives). **No ADD :** 91/020 **Enregistrement (SCT) :** 003738 **Numéro de fichier :** SCP PPE 834

Projet de réinsertion professionnelle
Description : Ce fichier contient des renseignements tirés de documents tels que les rapports sur l'état de santé des employés (indiquant les éventuelles restrictions / limitations de capacités permanentes), les évaluations de la capacité physique au travail, des plans de retour progressif au travail ou d'optimisation du travail, des protocoles d'entente ou des régimes de tâches modifiées, des lignes directrices concernant les tâches des emplois, des feuilles à cocher (établissant les tâches essentielles dans chaque section), sommaire initial de l'employé (dressant la liste des données historiques et des tâches initialement exécutées), documents de la CSPAAAT concernant les restrictions jugées par elle permanentes, avis et comptes rendus de réunions d'optimisation et notations chronologiques. **Catégorie de personnes :** Tous les employés qui travaillent actuellement ou qui ont récemment cessé de travailler à l'Établissement de traitement des lettres Centre-Sud de Postes Canada qui souffrent d'une incapacité partielle permanente. Des projets similaires peuvent exister dans d'autres établissements ou centres de facteurs d'envergure majeure tels que ceux d'Ottawa, d'Edmonton ou Montréal. **But :** Appuyer la réintégration au travail d'employés souffrant d'une incapacité partielle permanente à l'Établissement de traitement des lettres Centre-Sud et s'assurer que ces employés accomplissent leurs tâches ou leurs fonctions sans outrepasser leurs restrictions ou leurs limites permanentes. **Usages compatibles :** Les dossiers de ce fichier sont utilisés à des fins de gestion pour affecter des employés atteints d'incapacités partielles permanentes à des tâches qui respectent leurs restrictions. L'information est soumise à l'évaluation des Services de santé et des coordonnateurs de projets et est souvent partagée avec les employés concernés et leurs représentants syndicaux et utilisée par les superviseurs actuels ou futurs pour affecter correctement les tâches. On s'en sert également pour les besoins des études visant à détecter et éliminer les conditions susceptibles d'occasionner des maladies ou

des refus documentés présentés par des employés qui choisissent de ne pas travailler dans des conditions ou des endroits dangereux, des rapports d'enquête dressés par Postes Canada et les agents de sécurité de Développement des ressources humaines Canada, des inscriptions quotidiennes au livre d'information, des dossiers sur des mesures correctives ainsi que de la correspondance ou de la documentation générale concernant la gestion. Certains renseignements sont conservés dans des dossiers informatisés du Système sur les refus de travailler. Les employés qui désirent consulter la banque doivent fournir des renseignements tels que la date à laquelle ils ont refusé de travailler à l'endroit dont il s'agissait. **Catégorie de personnes :** Tous les employés en fonction et les employés ayant récemment quitté Postes Canada qui ont refusé de travailler pour des raisons de sécurité. **But :** Ce fichier a été créé dans le but d'assurer et de promouvoir un milieu de travail sans danger. **Usages compatibles :** Les dossiers servent à évaluer la sécurité d'un emplacement ou d'un environnement de travail particulier, à mener des entrevues factuelles avec les employés intéressés, à faciliter au besoin les enquêtes menées par Développement des ressources humaines Canada, à présenter la position de la Société aux conseils de sécurité du CRTC, à remédier aux situations dangereuses et à aviser les employés concernés des risques et des précautions à prendre pour les éviter.

Normes de conservation et de destruction : En cours d'élaboration. **Enregistrement (SCT) :** 003740 **Numéro de fichier :** SCP PPE 806

Programme d'intéressement des employés
Description : Le fichier comporte, entre autres, les documents suivants : titres de poste, description de la mesure d'économie, rapports d'évaluation et nature de la récompense (dont les prix en argent). Des renseignements personnels limités sont aussi versés dans le système du Programme d'intéressement des employés (PIE), notamment, le nom, la classification de l'employé, le numéro et la nature de l'initiative. Les personnes désirant avoir accès au fichier doivent préciser le numéro de l'initiative, la date et le lieu. **Catégorie de personnes :** Employés qui ont présenté des suggestions. Précisons que les renseignements concernant la remise de primes pour conduite sécuritaire au volant sont versés au fichier Gestion du parc de véhicules, SCP PPE 825 et que les documents concernant le règlement des coûts des primes peuvent être classés au fichier Comptes fournisseurs, SCP PPE 820. **But :** Le présent fichier porte sur le Programme d'intéressement à l'entreprise. **Usages compatibles :** Le fichier est utilisé pour encourager, déterminer et récompenser les suggestions pertinentes faites par les employés de la Société. Les avis concernant les primes peuvent être joints définitivement aux Dossiers individuels sur le personnel et (ou) au module de Ressources humaines de Systèmes, applications et produits (SAP). Le système informatisé sert au contrôle

Programme de bourses d'études
Description : Cette banque contient des données concernant les demandes reçues, les bourses accordées et les lettres échangées sur le sujet. Au chapitre des renseignements personnels, on y trouve pour chaque candidat son adresse et son numéro de téléphone, l'adresse et le numéro de téléphone de l'établissement qu'il fréquente, des échantillons de ses travaux scolaires, ses relevés de notes, des lettres de recommandation et la preuve de son inscription à l'université. L'information qui existe sur support informatique est limitée. Le numéro d'assurance sociale des boursiers figure également dans la banque, la loi exigeant que les renseignements ayant trait aux bourses d'études soient signalés à l'Agence des douanes et du revenu du Canada, Impôt. Ces renseignements sont transmis à la direction Finances en vue de la production des relevés T-4. **Catégorie de personnes :** Les enfants des employés à plein temps et à temps partiel qui ont présenté une demande de bourse. **But :** Soutenir l'administration d'un programme de bourses d'études destiné aux enfants des employés de Postes Canada. **Usages compatibles :** Les demandes de bourse sont évaluées en fonction des résultats scolaires et des qualités de chef dont ont fait montre les candidats par le biais de leur engagement à l'école et dans la collectivité. Des comités de sélection divisionnaires choisissent les lauréats, qui en sont ensuite avisés par le gestionnaire du programme. Après l'attribution des bourses mais avant l'émission des chèques, on demande aux lauréats de fournir leur numéro d'assurance sociale et la preuve de leur inscription à l'université. Sont requises au fins de renouvellement d'une bourse un relevé de notes officiel et une preuve d'inscription à l'université pour l'année suivante. Il peut arriver que le nom des lauréats ou de leurs parents soit divulgué, en particulier dans les publications internes. **Normes de conservation et de destruction :** Les demandes de bourse d'études non retenues sont conservées pendant les trois exercices suivant l'année pendant laquelle la décision a été prise. Les documents concernant les demandes retenues sont conservés pendant les six exercices suivant la remise de la bourse. Les documents relatifs à la base de données du Programme de bourses sont conservés pendant les six exercices suivant la réception et la vérification des données d'entrée. Le calendrier de conservation est en cours d'étude. **Enregistrement (SCT) :** 003157 **Numéro de fichier :** SCP PPE 835

unités de négociation accréditées ou Postes Canada concernant la violation présumée de la convention collective. **But :** Le présent fichier sert au règlement des griefs relatifs à l'interprétation et à l'application des conventions collectives. **Usages compatibles :** Les documents servent au traitement et au règlement des griefs relatifs à l'interprétation des conventions collectives à tous les paliers, selon la procédure qui prévaut, notamment, le renvoi des causes au siège des divisions, au siège social, en arbitrage, au Conseil canadien des relations industrielles ou à la Cour fédérale ; à des fins de recherche, comme les analyses de tendances et les analyses thématiques ; à la transmission à la haute direction d'informations sur les cas chroniques et les problèmes croissants ou récurrents, et à la formation et l'éducation des agents des Relations du travail. Le SIRTG facilite le traitement des griefs et permet de produire des rapports en vue de la direction un accès direct aux résumés de sentences arbitrales (qui sont en grande partie du domaine public). **Normes de conservation et de destruction :** Les documents sont conservés pendant trois ans après le règlement du grief ou son retrait, sauf si le cas est soumis à l'arbitrage, où alors les documents sont conservés pendant 21 ans suivant la décision rendue ou le retrait du grief. Des résumés accessibles au public sont conservés dans le SIRT. **No ADD :** 88/007 **Enregistrement (SCT) :** 001356 **Numéro de fichier :** SCP PPE 813

Infractions ayant trait aux affaires postales
Description : Ce fichier contient des renseignements réunis au cours d'enquêtes et fait état du détail des infractions commises. Pour ce qui concerne les employés, les renseignements portent sur des infractions comme le vol de courrier et le détournement de fonds ; pour le grand public, le fichier contient, entre autres, les renseignements suivants : données sur les infractions commises à l'échelle nationale ou internationale, vols commis dans des bureaux de poste et des boîtes à lettres publiques, contrefaçon de mandats-poste, vol de courrier, transport d'explosifs ou d'autres substances dangereuses et vols à main armée dans des fourgons postaux. De plus, des renseignements sont recueillis sur les personnes ou les firmes soupçonnées de se servir de la poste à des fins illicites. **Catégorie de personnes :** Employés et entrepreneurs de la Société et particuliers soupçonnés ou reconnus coupables des infractions ayant trait aux affaires postales susmentionnées aux termes de la Loi sur la Société canadienne des postes et du Règlement afférent, ainsi que des dispositions du Code criminel sur les infractions relatives au courrier. **But :** Le présent fichier vise la résolution et la réduction des infractions ayant trait aux affaires postales, ainsi que d'assistants à la protection des dirigeants et employés de la Société, de ses biens et des choses qui sont en cours de transmission postale. **Usages compatibles :** Les

documents servent à étayer la procédure d'enquête et de renseignements établie pour résoudre et réduire les infractions contre Postes Canada. Certains renseignements peuvent être partagés avec la direction de la sécurité d'autres administrations postales, d'autres organismes fédéraux d'enquête et des services de police et, s'il y a lieu, avec le ministère de la Justice en vue d'une éventuelle poursuite judiciaire. **Normes de conservation et de destruction :** Les documents sont gardés pendant dix ans suivant la fin de l'enquête ou des procédures judiciaires ou quasi judiciaires avant d'être détruits. Dans le cas des procédures entamées en vertu de l'article 41 de la Loi sur la Société canadienne des postes, lorsqu'un arrêté d'interdiction a été émis, les documents sont conservés pendant une période de trois ans suivant l'année où l'arrêt a cessé d'être en vigueur. Ils sont ensuite transférés aux Archives nationales du Canada. Les documents qui, de l'avis de l'archiviste national, ont une valeur historique ou archivistique, sont conservés en permanence. **No ADD :** 88/007 **Enregistrement (SCT) :** 001365 **Numéro de fichier :** SCP PPE 824

Plaintes relatives aux langues officielles
Description : Ce fichier contient des documents exposant la nature, l'étendue et la portée de la plainte, le genre, le lieu où le problème est survenu ainsi que les résultats de l'enquête et le règlement qui a suivi. L'identité des plaignants est protégée tout au long de l'enquête en vertu de l'article 60 de la Loi sur les langues officielles. Par conséquent, les documents demeurent anonymes, à moins que le plaignant ou la plaignante accepte de dévoiler son identité. Certains des renseignements sont consignés dans le module des produits (SAP). **Catégorie de personnes :** Employés qui déposent une plainte soit directement auprès de la SCP, soit auprès du Commissaire aux langues officielles (n'inclut pas les dossiers traités par le Service à clientèle). **But :** Appuyer l'enquête et le règlement des plaintes déposées par des employés ou des groupes en vertu de la Loi sur les langues officielles et constituer un chemin de vérification des mesures prises. **Usages compatibles :** Les documents sont utilisés pour fournir des rapports à la haute direction et aux organismes externes responsables de surveiller la mise en œuvre de la Loi sur les langues officielles et des règlements connexes. Ils peuvent également être présentés en cour fédérale ou à de tierces parties désignées pour faciliter le règlement de plaintes, de griefs ou de poursuites en justice. **Normes de conservation et de destruction :** Les plaintes déposées sont conservées pendant une période de cinq années civiles après que la plainte a été réglée ou retirée. **Enregistrement (SCT) :** 003932 **Numéro de fichier :** SCP PPE 853

Prévention des accidents, ergonomie et gestion de l'environnement
Description : Ce fichier contient des dossiers tels que

l'équipement, le codage et le contrôle de la qualité.

But : Le présent fichier porte sur la formation fournie aux employés. **Usages compatibles :** Les documents servent à étayer l'approbation, l'inscription, la participation et l'évaluation des employés en stage de formation (y compris les cours donnés en dehors de la SCP) et à attester leurs compétences ; à contribuer à l'évaluation des besoins ; à préparer des profils de poste, de candidat, à prévoir les besoins en formation, et à établir les calendriers de cours et les charges de travail pour les agents de formation ainsi que les budgets ; étayer les décisions concernant la planification de la relève, les présences et les dépenses, la rémunération et les avantages, les mutations, les promotions et les évaluations de rendement, et à répondre aux demandes des employés, de leurs superviseurs ou de leurs agents de négociation. Les dossiers de participation, d'exemption et de compétence peuvent être versés dans le fichier Dossiers individuels sur le personnel (voir SCP PPE 802), mais les renseignements sur les besoins et les réalisations des employés peuvent être versés dans le Système, applications et produits (SAP). **Normes de conservation et de destruction :** La plupart des dossiers concernant les cours et notamment les autorisations et les tests sont détruits deux ans après la fin de la formation. Les documents permanents, notamment, les exemptions à l'égard des langues officielles, les tests des connaissances linguistiques, les certificats et les sommaires des cours suivis de même que les renseignements informatisés sont conservés pendant deux ans après la cessation d'emploi. Un fichier maître des éléments ayant une valeur historique est conservé pendant dix ans seulement à des fins statistiques. **No ADD :** 88/007 **Enregistrement (SCT) :** 001349 **Numéro de fichier :** SCP PPE 805

Gestion du parc de véhicules

Description : Ce fichier réunit, entre autres, les documents suivants : déclarations de conducteurs, information sur les permis de conduire de Postes Canada et des provinces, énoncés sur les restrictions médicales, primes pour conduite sécuritaire, fiches et rapports d'accident, évaluations des possibilités de prévention des accidents, formation reçue, copies des réclamations pour dommages matériels, négociations de règlement ou tout autre document sur les accidents impliquant des véhicules loués ou appartenant à la Société. Il existe des dossiers informatisés pour certains renseignements. (Précisons que la majorité des documents sur les accidents entraînant des réclamations sont conservés dans le fichier Réclamations - Gestion du risque (SCP PPE 819). Les personnes désirant avoir accès à ce fichier doivent préciser le numéro de permis de conduire de la SCP, le lieu de travail et, le cas échéant, le lieu et la date de l'accident. **Catégorie de personnes :** Conducteurs des véhicules appartenant à la Société. **But :** Le présent fichier vise l'emploi efficace et sûr des

Griets et arbitrages

Description : Ce fichier réunit, entre autres, les renseignements suivants : exposés par les employés et les représentants syndicaux, avis de réception des griets et réponses de la direction, témoignages, avis juridiques occasionnels, rapports d'enquête et d'analyse préparés par des instances extérieures (p. ex. : police, commission des accidents du travail), descriptions de fonction (pour les griets ayant trait à la classification), et décisions et déclarations d'arbitres, du Conseil canadien des relations du travail et des cours fédérale et provinciales, ainsi que correspondance connexe. Certains renseignements se retrouvent dans le Système informatisé des Relations du travail sur les griets (SIRTG) et dans le Système informatisé sur la jurisprudence des relations du travail (SIRRT). Le SIRTG contient des données comme le nom du plaignant, le lieu, le niveau et l'objet du griet, les dates, et d'autres renseignements concernant le traitement du griet. Le SIRRT contient des résumés des sentences arbitrales comme le nom du plaignant, la nature du griet, les fondements des décisions et les remarques des arbitres. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, l'unité de négociation, le numéro du griet ou de l'arbitrage ou d'autres détails comme la date, le lieu et l'objet du griet. **Catégorie de personnes :** Les griets personnels soumis par des

Numéro de fichier : SCP PPE 825

No ADD : 88/007 **Enregistrement (SCT) :** 002011

Griets et arbitrages

Description : Ce fichier réunit, entre autres, les renseignements suivants : exposés par les employés et les représentants syndicaux, avis de réception des griets et réponses de la direction, témoignages, avis juridiques occasionnels, rapports d'enquête et d'analyse préparés par des instances extérieures (p. ex. : police, commission des accidents du travail), descriptions de fonction (pour les griets ayant trait à la classification), et décisions et déclarations d'arbitres, du Conseil canadien des relations du travail et des cours fédérale et provinciales, ainsi que correspondance connexe. Certains renseignements se retrouvent dans le Système informatisé des Relations du travail sur les griets (SIRTG) et dans le Système informatisé sur la jurisprudence des relations du travail (SIRRT). Le SIRTG contient des données comme le nom du plaignant, le lieu, le niveau et l'objet du griet, les dates, et d'autres renseignements concernant le traitement du griet. Le SIRRT contient des résumés des sentences arbitrales comme le nom du plaignant, la nature du griet, les fondements des décisions et les remarques des arbitres. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, l'unité de négociation, le numéro du griet ou de l'arbitrage ou d'autres détails comme la date, le lieu et l'objet du griet. **Catégorie de personnes :** Les griets personnels soumis par des

Droits de la personne

Description : Ce fichier réunit des documents confidentiels relatifs à des plaintes déposées concernant les droits de la personne et des rapports d'analyse et d'enquête et des documents sur les décisions prises lors de l'enquête et de la résolution des plaintes. Les renseignements peuvent varier selon la nature de la plainte, mais peuvent comprendre des griefs, des rapports médicaux et de la correspondance personnelle liée à la plainte en question. Les personnes qui désirent avoir accès à ce fichier doivent préciser le nom du plaignant, le lieu et la date de l'événement ou de la plainte. Certains des renseignements sont consignés sous forme électronique dans le module de renseignements personnels du **Système** : Applications et produits (SAP). **Catégorie de personnes :** Employés qui ont déposé des plaintes pour traitement injuste ou harcèlement, ainsi que sur les employés qui sont présumés en être les responsables. **But :** Le présent fichier sert à l'enquête et au règlement des cas de traitement injuste fondés sur les motifs établis dans la Loi canadienne sur les droits de la personne. **Usages compatibles :** Les documents servent à déterminer s'il y a effectivement eu ou non traitement injuste ou harcèlement. (Précisons que les documents concernant les plaintes ne sont pas versés au dossier personnel du plaignant ; et à recommander des décisions à la direction, ou à appuyer celles qu'elle prend, sur la mutation ou l'imposition de mesures disciplinaires aux employés ou d'autres mesures correctives comme, par exemple, si la plainte est fondée sur une politique ou une procédure de la Société. On peut verser un avis disciplinaire établissant la culpabilité de l'employé coupable d'harcèlement dans le Dossier personnel de celui-ci. Des renseignements peuvent être divulgués à titre confidentiel aux autorités compétentes de la Société et à la Commission canadienne des droits de la personne pour faciliter le règlement des plaintes. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de cinq années civiles après l'année où le dossier a été réglé. **No**

Équité en matière d'emploi
Description : Ce fichier réunit des données, informatisées et imprimées, d'équité en matière d'emploi, notamment le sexe, l'origine nationale et l'invalidité. Il contient également le numéro d'identification des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom au complet et leur lieu de l'emploi. **Catégorie de personnes :** Employés qui ont répondu au questionnaire d'auto-identification d'Équité en matière d'emploi. Les employés ne répondent au questionnaire que s'ils le désirent. Les renseignements recueillis à l'aide du questionnaire sont classés selon les groupes désignés : les femmes, les minorités visibles, les

personnes handicapées et les autochtones. **But :** Le présent fichier servira à mettre sur pied une base de données dans le cadre du Programme d'équité en matière d'emploi de la Société dont l'objectif est l'atteinte d'une représentation équitable des membres des groupes désignés au sein de l'effectif de la Société. Le fichier permettra également de satisfaire aux exigences de déclaration de la Loi sur l'équité en matière d'emploi. **Usages compatibles :** Les documents servent à réaliser un profil personnel des groupes d'employés et à comparer la situation des membres des groupes désignés avec celle des autres groupes au sein de la Société et avec leurs homologues sur le marché du travail. Les données statistiques servent à évaluer le nombre d'employés faisant partie des groupes désignés (par lieu géographique, selon le salaire, la promotion, la rétention et le groupe d'emploi) au sein de la Société, et, s'il y a sous-représentation, à élaborer des programmes et des politiques qui permettront de corriger la situation. Enfin, on utilise les données d'Équité en matière d'emploi chaque année pour produire le Rapport annuel destiné à Développerment des ressources humaines Canada. Certains des renseignements sont consignés dans le **Système** : Applications et produits (SAP). **Normes de conservation et de destruction :** Les dossiers informatisés sont conservés indéfiniment pour les employés en fonction. Les dossiers des employés ayant quitté leur emploi sont conservés pendant deux ans et sont ensuite détruits. **No** **ADD :** 88/007 **Enregistrement (SCT) :** 001353 **Numéro de fichier :** SCP PPE 810

Formation
Description : Ce fichier réunit les documents suivants : demandes de cours, autorisations, inscriptions et évaluations (des participants et des formateurs), déclarations de langue officielle, résultats d'examen, certificats, dossiers de règlement des frais d'inscription et correspondance connexe. Les dossiers contiennent : première langue connue, lieu de travail, formation demandée, requise ou entreprise et, période de formation. Des données sommaires se trouvent aussi dans le module de Gestion de la formation de **Systèmes**, applications et produits (SAP). Précisons que les documents sur les cours de conduite de véhicules sont versés au fichier Gestion du parc de véhicules, SCP PPE 825 et que certains dossiers de règlement des frais d'inscription sont versés aux Comptes fournisseurs (SCP PPE 820). Ce fichier contient également le numéro d'assurance sociale, lorsqu'il s'agit d'anciens documents. Les personnes qui désirent avoir accès à ce fichier doivent préciser le titre de poste, le lieu de travail et la durée de l'emploi, ainsi que le genre, le lieu et les dates du cours. **Catégorie de personnes :** Employés qui participent à des programmes de formation parrainés par la Société dans des domaines comme la gestion, les langues officielles, la commercialisation et la vente, l'entretien de

(prime de rendement, prime de bilinguisme, rémunération intermédiaire, formulaires de dotation, assurance collective chirurgicale-médicale, etc.), TD1 et autres renseignements concernant les retenues fiscale à la source, l'assurance-santé, le Régime de pensions du Canada, les régimes d'épargne et les ordres de virement ainsi que les données concernant les indemnités, les primes, les prélabes et les cessations d'emploi. Les autres documents à l'appui comprennent notamment les copies d'extraits de naissance, de certificats de mariage / séparation / divorce, désignations du plus proche parent en cas d'urgence, procurations et renseignements de succession tels que les normes des bénéficiaires. Certains des renseignements sont consignés sous forme électronique dans le système de Gestion des ressources humaines et administration des avantages sociaux (GRHAAS) et dans le module de Gestion du personnel des Systèmes, applications et produits (SAP). (À noter que des copies des autorisations, formulaires d'inscription, TD1 et dossiers relatifs aux indemnités, primes, prélabes et cessations d'emploi sont également conservées au volet « Rémunération » des Dossiers individuels des employés. On peut également trouver dans ce fichier des renseignements sur les assurances si nécessaire.) **Catégorie de personnes :** Employés actuels ou ayant récemment cessé de travailler à la Société. **But :** Conserver les pièces justificatives des paiements de salaire et d'avantages sociaux auxquels l'employé a droit. **Usages compatibles :** Les documents sont utilisés pour fournir l'information nécessaire à la gestion des salaires et des avantages sociaux à la Société – par exemple pour effectuer des virements aux employés. L'information est partagée avec le Régime de retraite de Postes Canada et les prestataires de l'assurance médicale collective. Elle est également utilisée aux fins du traitement des demandes d'indemnité d'accident du travail (SCP PPE 845). **Normes de conservation et de destruction :** Deux ans après l'année au cours de laquelle l'employé a quitté, les dossiers sont transférés aux Archives nationales du Canada et détruites au moment où l'employé atteint l'âge de quatre-vingts ans (sous réserve qu'il se soit écoulé deux ans depuis la dernière utilisation administrative). **No ADD :** 88/007

Enregistrement (SCT) : 001346 **Numéro de fichier :** SCP PPE 802.

Dotation et emploi

Description : Ce fichier réunit, entre autres, les renseignements et documents suivants : offres de services sollicités ou non, accusés de réception, demandes de dotation, description de tâches, avis de concours, demandes de mutation, curriculum vitae (expérience et études), lettres de référence et vérifications à cet égard, données sur les compétences linguistiques, feuilles d'examen, tests et résultats, listes de candidats, notes d'entrevue et évaluations du jury, listes d'admissibilité, offres d'emploi, notes d'entrevues

après évaluation par le jury, avis aux candidats concernant le droit d'appel, documents sur des appels et correspondance connexe. Ce fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Un nombre limité de documents peuvent également participer au Cheminement de carrière en vérification. (Les documents informatisés sont conservés dans le système électronique du Cheminement de carrière en vérification.) Les personnes qui désirent avoir accès à ce fichier doivent préciser le numéro et la date du poste et le lieu de travail. **Catégorie de personnes :** Employés qui font des demandes d'emploi ou qui sont engagées pour remplir, au sein de la Société, des postes temporaires ou permanents. **But :** Le présent fichier porte sur les fonctions de dotation interne et de recrutement externe de Postes Canada. **Usages compatibles :** Les demandes d'emploi sont examinées lorsqu'un poste devient vacant. Les documents sur la dotation servent à fournir des renseignements objectifs sur les candidats les plus aptes à remplir de nouveaux postes ou des postes vacants (des notes sur les décisions concernant la dotation peuvent être versées aux Dossiers individuels sur le personnel ; certains des renseignements sont consignés sous forme électronique dans le module de Recrutement de Systèmes, applications et produits (SAP). Ce fichier contient, entre autres, les renseignements personnels suivants : rapports de congé, annonces d'emploi, demandes d'emploi internes et externes, compétences des candidats, renseignements sur la fiabilité (renseignements financiers et de sécurité), langue et autres tests ; étayer la planification de la relève et le perfectionnement professionnel ; assurer une réponse aux candidats concernant leur demande d'emploi et leurs entrevues, et à traiter les plaintes, les appels et les griefs relatifs aux nominations et aux promotions (voir au fichier Griefs et arbitrages, SCP PPE 813). Il est possible d'afficher et de remettre aux agents des unités de négociation des renseignements personnels limités sur l'ancienneté, le personnel excédentaire et les mises à pied. De plus, en vertu de conditions rigoureuses sur le caractère confidentiel de la divulgation de renseignements, des renseignements personnels sur les candidats retenus peuvent être divulgués à ceux dont la candidature n'a pas été retenue, pour mieux étayer les décisions. **Normes de conservation et de destruction :** Les documents sont conservés pendant deux ans après le dernier emploi administratif avant d'être détruits. Les listes de mises à pied et de mutations sont continuellement mises à jour et détruites lorsqu'elles deviennent désuètes. **No ADD :** 88/007

Enregistrement (SCT) : 001345 **Numéro de fichier :** SCP PPE 801

aux employés de Postes Canada, notamment : les

documents sur l'administration des premiers soins par l'infirmier ou l'infirmière en santé du travail, des certificats contenant des renseignements confidentiels d'ordre

médical, des évaluations de la capacité au travail, des rapports médicaux, le consentement à la communication

médécins, les notes sur l'évaluation de la santé des employés, la correspondance relative à l'acquisition de

fonctionnelles, les plans d'intensification des tâches, le rapport des conseillers en réadaptation professionnelle,

les analyses des exigences physiques, des rapports médicaux spécifiques sur l'exposition aux risques

professionnels, les dossiers et la correspondance sur les demandes de consultation et les résultats. Certains

renseignements médicaux non professionnels peuvent également être conservés, par exemple les évaluations

de la condition physique et du mode de vie. Certains renseignements peuvent être conservés sur support

informatique. Il peut y avoir des dossiers du comité d'étude de cas conservés à part.

Catégorie de personnes : Employés de la Société qui ont subi des blessures et des accidents au travail ou ont pris un

congé de maladie prolongé avec certificat, qui ont utilisé les Services de santé professionnelle ou dont le ou les

médécins ont communiqué des renseignements au Service. **But :** Appuyer les programmes de santé

professionnelle et de réadaptation. **Usages compatibles :** Ces dossiers servent à administrer des

cas ; à aider les employés à faire face aux questions de santé professionnelle et de réadaptation et à favoriser le

rétablissement rapide par des interventions, des conseils et une sensibilisation appropriée aux questions de santé ;

à justifier les congés et prestations qui ont trait à des blessures et maladies liées au travail (les certificats des

médécins ne comportant pas de renseignements confidentiels d'ordre médical peuvent être joints au au

dossier personnel de l'employé ; à aider les employés exposés à certains risques professionnels ou qui ont des

maladies ou incapacités connues à être à même de continuer à travailler et à offrir des programmes de

formation à la santé qui mettent l'accent sur un mode de vie sain. Ces dossiers facilitent en outre l'étude et la

correction des situations de travail à l'origine des maladies et des blessures, par exemple l'élaboration de programmes préventifs reposant sur l'incidence de certaines maladies et blessures. Certains renseignements peuvent servir à des études épidémiologiques. **Normes de conservation et de destruction :** Les documents sont conservés pour 100 ans suivant la fin de l'emploi avec la SCP. **Enregistrement (SCT) :** 003158 **Numéro de fichier :** SCP PPE 840

Dossiers de supervision

Description : Ce fichier contient des notes et des

dossiers actifs concernant les employés,

particulièrement dans les cas où les dossiers officiels

des employés sont conservés à l'extérieur de

Dossiers individuels sur le personnel (Avantages sociaux)

Description : Ce fichier, également appelé parfois

"Renseignements personnels sur l'employé", contient

des documents tels que des lettres d'autorisation

l'emplacement de travail. Ces dossiers sont tenus à jour

par quelques superviseurs et se composent principalement de copies de dossiers qui sont

conservés dans d'autres banques de données sur les employés, par exemple des demandes de congé, des

sorties imprimées de Systèmes, applications et produits (SAP), des évaluations et des primes de rendement,

des rapports d'accident, des évaluations de la capacité au travail, des lettres portant entre autre sur l'assiduité

et les mesures disciplinaires, des imprimés de courrier électronique, des griefs et leurs réponses, ainsi que des

demandes d'employés concernant notamment les mutations et les dossiers (voir Dotation et emploi, SCP

PPE 801 ; les trois volets du Dossier personnel de l'employé, SCP PPE 802, 808 et 815 ; Systèmes,

applications et produits (SAP), SCP PPE 804 ; Griefs et arbitrages, SCP PPE 813 ; Demandes de règlement à la Commission des accidents de travail SCP, PPE 845 ;

Dossier de santé de l'employé, SCP PPE 840 ; Réinsertion professionnelle, SCP PPE 851 ; et Cachets

d'or et argent, SCP PPE 850). La documentation originale pourrait comprendre des documents

concernant les prestations d'uniforme, des registres de présences, des notes liées aux entrevues ou à d'autres

sujets (y compris des copies annotées) ainsi que des ébauches de lettres et de rapports. Pour consulter les

dossiers, les employés sont encouragés à traiter directement avec leur superviseur. Ceux qui présentent

des demandes formelles au coordonnateur de la protection de la vie privée de la SCP doivent fournir le

nom et le lieu de travail de leur(s) superviseur(s).

Catégorie de personnes : Employés en fonction ou ayant récemment quitté la SCP au sujet desquels les

superviseurs possèdent des dossiers. **But :** Faciliter la supervision des employés, particulièrement dans les

emplacements de travail éloignés. Les dossiers peuvent être consultés tant par les superviseurs que par les

employés. **Usages compatibles :** Le fichier est utilisé pour contrôler les présences, traiter les demandes de

congé, attribuer du travail, établir le calendrier des remplacements, consigner les réalisations spéciales et

faire des recommandations aux programmes de reconnaissance envers les employés, imposer des mesures disciplinaires, répondre à des griefs, rapporter des blessures et préparer toute autre correspondance qui relève de l'administration quotidienne de l'unité de travail. **Normes de conservation et de destruction :** Les documents utilisées à des fins de résolutions doivent être retenus pendant une période minimale de deux ans. **Enregistrement (SCT) :** 003739 **Numéro de fichier :** SCP PPE 803

renseignements comme le numéro d'employé, le titre du poste, le lieu de travail, le numéro de concours et la catégorie linguistique. Certains des renseignements sont consignés sous forme électronique dans le module de Perfectionnement du personnel de Systèmes, applications et produits (SAP). Ce fichier contient, entre autres, les renseignements personnels suivants : objectifs de rendement, examen des compétences, programmes de formation et de perfectionnement, examen de fin de semestre, rapports de période d'essai, plans d'amélioration et évaluations de fin d'année. **Catégorie de personnes** : La plupart des employés actuels ou ayant récemment quitté Postes Canada. (Les dossiers de carrière n'existent pas encore dans certaines régions ou pour les membres de certaines unités de négociation.) **But** : Appuyer le développement de la carrière de chaque employé. **Usages compatibles** : Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, la planification et le perfectionnement des ressources humaines, les évaluations du rendement, la formation, les relations du travail, les promotions, la planification de la relève, les mutations, les rétrogradations et les cessations d'emploi ; pour mener les entrevues visant la discipline ou les problèmes d'assiduité ; et pour faciliter la supervision des employés (les superviseurs contribuent et ont accès aux données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail). **Normes de conservation et de destruction** : Les documents sont conservés pour 10 ans suivant la fin de l'emploi avec Postes Canada, puis détruits. Les évaluations du rendement sont conservées pendant 10 ans après l'année de leur établissement, sous réserve des dispositions connexes des conventions collectives. **Enregistrement (SCT)** : 003546 **Numéro de fichier** : SCP PPE 808

Dossiers individuels sur le personnel (Rémunération) **Description** : Ce fichier contient notamment des lettres d'autorisation, des feuillets T4 et d'autres renseignements sur les retenues d'impôt, les cotisations syndicales, le régime de pensions du Canada, les rabais, le régime d'épargne et, s'il y a lieu, les renseignements concernant les indemnités, les primes, les prélabiles, les paiements en trop, la cessation d'emploi et les formulaires de congés relatifs aux demandes de prestations d'accident de travail. Certaines des données ont été informatisées et versées dans les systèmes de Ceridian et dans les systèmes suivants de Postes Canada : Système national de déclaration des paiements en trop et Système de paie. Certains des renseignements sont également consignés sous forme électronique dans le module de Gestion des temps de Systèmes, applications et produits (SAP). (À noter que les copies des lettres d'autorisation, des formulaires d'inscription, des renseignements des feuillets TD1 et des dossiers relatifs aux allocations, aux primes

d'encouragement, aux avantages accessoires et à la cessation d'emploi sont aussi versées au fichier Dossiers individuels sur le personnel (Avantages sociaux), SCP PPE 802). Le fichier contient également le numéro d'assurance sociale, qui est requis entre autres par l'Agence des douanes et du revenu du Canada et par Développement des ressources humaines Canada. Les employés qui désirent avoir accès à ce fichier doivent indiquer le lieu d'emploi, les dates souhaitées et préciser s'ils recherchent des dossiers de paie particuliers ou des renseignements sur la paie. **Catégorie de personnes** : Tous les employés à l'emploi de Postes Canada ou l'ayant quittée récemment. **But** : Fournir la documentation nécessaire à l'appui des versements de salaires et d'avantages financiers aux employés. **Usages compatibles** : Les dossiers servent à fournir les renseignements nécessaires aux fonctions de paie et d'administration des salaires et des avantages sociaux au sein de Postes Canada, notamment : calculer la paie, émettre les chèques des employés et répondre aux demandes de renseignements de ceux-ci concernant leur rémunération ; permettre la vérification et le rapprochement des comptes de paie (pour régler, par exemple, les cas de paiements en trop) ; et fournir d'autres données sur la paie et les présences à la direction aux fins d'analyses coûts-bénéfices, de négociations collectives, de budgétisation, etc. Les renseignements contenus dans ce fichier sont partagés avec le Régime de retraite agréé de la SCP (objet : avec l'Agence des pensions), avec l'Agence des douanes et du revenu du Canada (objet : impôt et retenues), avec les commissions provinciales d'accidents du travail ainsi qu'avec les organismes provinciaux d'assurance-maladie. Ils sont également partagés avec Développement des ressources humaines Canada, notamment en ce qui concerne les cessations d'emploi, conformément à la Loi sur l'assurance-emploi et aux règlements connexes. Enfin, les dossiers de ce fichier servent aussi à traiter les demandes d'indemnisation d'invalidité et d'accident du travail (SCP PPE 845) ainsi que les plaintes et les griefs relatifs à la paie (SCP PPE 813). **Normes de conservation et de destruction** : Deux ans suivant l'année de la cessation d'emploi, ces dossiers sont transmis aux Archives nationales du Canada et sont détruits lorsque l'employé atteint l'âge de quatre-vingt ans (pourvu qu'une période de deux ans se soit écoulée après le dernier usage administratif). Les dossiers cumulatifs annuels de l'Association canadienne des maîtres de poste et adjoints sont conservés pendant deux ans. Les données du Système national de déclaration des paiements en trop sont conservées pendant six ans après le dernier usage administratif. **No ADD** : 88/007 **Enregistrement (SCT)** : 002010 **Numéro de fichier** : SCP PPE 815

Dossier de santé du personnel **Description** : Ce fichier contient tous les renseignements consignés, générés, acquis ou utilisés dans la prestation de services de santé et d'orientation

à Développement des ressources humaines Canada, aux médecins traitants et aux représentants d'unités de négociation, afin de faciliter l'administration des demandes de règlement. On transmet des renseignements restreints à Transports Canada, par exemple en ce qui a trait aux déversements accidentels de produits chimiques par des employés de la Société. **Normes de conservation et de destruction :** Les documents écrits sont conservés pendant cent (100) ans suivant l'exercice au cours duquel a eu lieu la dernière blessure. Les données du SIDA sont confiées aux Archives nationales du Canada deux ans après le retour au travail de l'employé. **Enregistrement (SCT) :** 003159 **Numéro de fichier :** SCP PPE 845

Demandes émanant d'organismes d'enquête -

Employés
Description : Le fichier réunit des demandes déposées par des organismes d'enquête, ainsi que des documents sur les renseignements divulgués (si la demande est acceptée), quelques avis juridiques et des renseignements connexes. Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et leur adresse au complet. **Catégorie de personnes :** Employés qui font l'objet d'une enquête ou qui y participent. **But :** Le présent fichier a pour but d'assurer que les demandes présentées par les organismes chargés de faire respecter la loi, en vue d'obtenir des renseignements personnels détenus par Postes Canada sont dûment autorisées. **Usages compatibles :** Les documents servent à vérifier les renseignements demandés par les organismes chargés de faire respecter la loi, ou qui leur ont été fournis, et en tenir un registre ; à garantir le respect de la Loi sur la protection des renseignements personnels, de la Loi sur la Société canadienne des postes et de la politique de la Société. Les documents peuvent être examinés par le commissaire à la protection de la vie privée, ou par un délégué, quand il y a enquête sur des cas de plaintes ou quand on procède à des vérifications. **Normes de conservation et de destruction :** Les documents sont gardés pendant une période de deux ans suivant le dernier emploi administratif (c'est-à-dire après la décision d'accéder ou non à la demande, ou après le traitement de demandes subséquentes ou de plaintes portant sur la demande initiale) avant d'être détruits. **Enregistrement (SCT) :** 001342 **Numéro de fichier :** SCP PPE 829

Demandes / plaintes relatives à la Loi sur la protection des renseignements personnels

Description : Le fichier réunit les documents suivants : formulaires de demande de communication présentées par les personnes concernées, réponses à ces demandes et renseignements relatifs à leur traitement, y compris des mentions sur les fichiers non consultables. Il contient aussi les documents sur les plaintes adressées au Commissaire à la protection de la vie privée et sur leur règlement, les plaintes informelles,

ainsi que les demandes exceptionnelles d'une tierce partie, et d'autres sujets soumise aux membres du personnel chargé de la coordination de la vie privée, pour recueillir leur avis ou leur demander de prendre une décision. Les personnes qui désirent avoir accès à ce fichier doivent préciser la date approximative des demandes présentées. Certains des renseignements sont consignés dans le module de renseignements personnels de Systèmes, applications et produits (SAP). **Catégorie de personnes :** Employés qui ont présenté des demandes officielles de communication, de correction et d'annotation de documents et des demandes d'avis internes en vertu de la Loi sur la protection des renseignements personnels au coordinateur à la protection des renseignements personnels de Postes Canada, qui ont déposé une plainte interne ou formelle ; ou au sujet desquels des demandes exceptionnelles ont été présentées par une tierce partie. **But :** Le présent fichier vise le traitement des demandes et des plaintes présentées conformément à la Loi sur la protection des renseignements personnels, ainsi que la tenue d'un registre de vérification des mesures prises. **Usages compatibles :** Les documents servent à traiter les demandes de communication, de correction ou d'annotation, à répondre aux plaintes et à préparer le rapport annuel au Parlement à cet égard. Les mentions concernant les fichiers non consultables, les corrections et les renseignements divulgués à des tiers peuvent être joints aux documents demandés. Les documents peuvent être divulgués au Commissaire à la protection de la vie privée et à la Cour fédérale pour accélérer le règlement des plaintes et des causes portées devant les tribunaux. **Normes de conservation et de destruction :** Les documents sont gardés pendant deux ans suivant l'année de leur dernier emploi administratif (qui correspond normalement à la communication des renseignements demandés en vertu de la Loi sur la protection des renseignements personnels, au traitement des demandes de correction ou d'annotation, ou au règlement des plaintes) avant d'être détruits. **Enregistrement (SCT) :** 001366 **Numéro de fichier :** SCP PPE 828

Dossiers individuels sur le personnel (Carrières)

Description : Ce fichier, également appelé fichier de "Gestion des ressources humaines – Employé", contient les évaluations du rendement (pour le personnel cadre et exempt et certains employés), les renseignements concernant la dotation, les lettres d'offre, les évaluations pendant la période de probation, le curriculum vitae et les références, les diplômes, les certificats de formation, les résultats d'examens, les documents relatifs à l'examen des connaissances sur les langues officielles, les lettres de discipline, les lettres de remerciement, la documentation des problèmes d'assiduité et de présence, les profils d'emplois, les formules d'inventaire des ressources humaines, les formules de perfectionnement professionnel et autres

blessees et maladies non liees au travail. Il existe également certains dossiers automatisés au Système informatisé de données sur les accidents (SIDA). Le SIDA contient certaines données de base (âge, sexe, etc.) sur les employés blessés, ainsi que sur le lieu, la nature, la cause et la gravité des accidents et les coûts directs et indirects associés. (À préciser que les renseignements concernant les accidents impliquant des véhicules de la Société ou concernant les demandes de règlement présentées par la Société ou contre elle et qui n'ont pas rapport avec les commissions des accidents de travail sont conservés au fichier Gestion du parc de véhicules, SCP PPE 825, et Réclamations - gestion du risque, SCP PPE 819 respectivement). Ce fichier contient en outre le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société puisse le remplacer par son propre système de numéros d'identification. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail, ainsi que la date, le lieu et les détails de l'accident ou de la blessure. Il existe aussi une banque de données nationale de CAT qui reflète tous les coûts chargés à la SCP par le DRHC. **Catégorie de personnes :** Employés de la Société blessés ou accidentés au travail ou qui ont présenté un rapport d'accident ou une demande de règlement aux commissions des accidents de travail. **But :** Appuyer les programmes de la Commission des accidents de travail. **Usages compatibles :** Ces fichiers servent à aider les employés à faire face à leurs problèmes médicaux et à éviter qu'ils ne s'aggravent par des interventions pertinentes, l'éducation à la santé et des conseils professionnels ; à autoriser les congés et les prestations (y compris les prestations et congés médicaux payés par les CAT et les services de réadaptation professionnelle) qui ont trait aux blessures et maladies liées au travail ; à faciliter le traitement des demandes de règlement aux commissions des accidents de travail provinciales et l'administration des prestations d'invalidité et congés pour blessure au travail (le SIDA et la banque de données de CAT servent au règlement des réclamations et au redressement des comptes) ; à préciser les conditions auxquelles les employés soumis à certains risques professionnels ou atteints d'une maladie ou invalidité sont capables de continuer à travailler, ce qui comprend le retour au travail ; à fournir toute information utile à des fins de prévention des accidents et de protection de la santé et à traiter les griefs et appels relatifs à la santé professionnelle, à la sécurité et à l'environnement (voir Griefs et Arbitrage, SCP PPE 813). Ces fichiers facilitent également l'étude et la correction des conditions de travail susceptibles d'entraîner des maladies et des blessures, par exemple par la préparation de programmes préventifs fondés sur la fréquence de certaines maladies ou blessures. Certains renseignements peuvent servir à des études épidémiologiques. Certains renseignements peuvent être transmis aux commissions des accidents de travail.

Contrôles sécuritaires
Description : Ce fichier réunit, entre autres, les documents suivants : antécédents personnels, vérifications d'identité relatives aux casiers judiciaires et, le cas échéant, empreintes digitales, casiers judiciaires, résumés d'enquêtes de la GRC et du Service canadien du renseignement de sécurité (SCRS) jugements défavorables, appels, mises à jour, révolutions et pardons, et documents connexes. Des renseignements sommaires peuvent aussi exister sous forme électronique dans les modules Gérer – Opérations de candidature et Vérification de la sécurité des Systèmes, applications et produits (SAP). Ces données comprennent le nom, la cote de sécurité accordée et celle requise par le poste, et si cette dernière doit être renouvelée. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes :** Employés de la Société qui occupent ou sont sur le point d'occuper certaines fonctions qui donnent accès à des biens, et à des informations et des systèmes de nature délicate. **But :** Le présent fichier est une source d'information servant à déterminer la fiabilité des employés qui occupent ou pourraient occuper des fonctions comportant des risques à la sécurité. **Usages compatibles :** Les documents servent à déterminer la cote de sécurité, et à étayer les décisions concernant les mutations, les promotions et les cessations d'emploi. Les imprimés informatisés mensuels servent à vérifier si la cote de sécurité des personnes correspond à celle que commandent leurs fonctions. Une note sur la cote de sécurité peut être versée aux Dossiers individuels sur le personnel. Le détail des enquêtes de la GRC et du SCRS est versé, s'il y a lieu, au fichier Contrôles sécuritaires des deux organismes. **Normes de conservation et de destruction :** Les documents écrits sont conservés pendant deux ans après la date de cessation d'emploi, avant d'être détruits. Les dossiers criminels sont détruits sur réception d'un avis d'octroi de grâce. **Enregistrement (SCT) :** 001362 **Numéro de fichier :** SCP PPE 821

Demandes de règlement à la Commission des accidents de travail
Description : Ce fichier contient divers types de renseignements : rapports d'enquête sur les accidents et les blessures ou maladies professionnelles ; demandes présentées aux commissions des accidents de travail et correspondance et formules connexes ; opinions juridiques occasionnelles ; dossiers et correspondance sur les demandes de consultations et les résultats. Certains renseignements médicaux peuvent également être conservés, notamment sur les

où s'est terminée la vérification et sont ensuite détruits. Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit. **No ADD :** 88/007 **Enregistrement (SCT) :** 001363 **Numéro de fichier :** SCP PPE 822

Cas de responsabilité financière

Description : Ce fichier réunit notamment les renseignements suivants : titre de poste, lieu de travail, rapports de crédit occasionnels, rapports d'enquête sur les pertes, témoignages, avis juridiques concernant le traitement des cas, décisions rendues par les comités et information de suivi (par exemple, sur le recouvrement, le paiement, les poursuites, saisies et autres procédures judiciaires). Précisons que les documents juridiques peuvent être classés au fichier Dossiers individuels sur le personnel ainsi qu'au fichier Affaires juridiques (SCP PPE 827). Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et toute autre information pouvant servir à identifier le cas, comme la date, le lieu, la nature et le montant de la perte. **Catégorie de personnes :** Employés de la Société ayant subi des pertes réelles ou soupçonnées. **But :** Le présent fichier a pour but d'aider les comités d'étude sur la responsabilité financière qui examinent les pertes subies par la Société, et de faciliter le recouvrement de sommes dues à la Société. **Usages compatibles :** Les documents servent à corriger les situations qui ont entraîné des pertes financières à la Société, qu'il s'agisse de recouvrer des fonds ou de prendre les mesures nécessaires pour éviter que la situation ne se reproduise. **Normes de conservation et de destruction :** Les documents sont conservés pendant six années financières suivant l'année du recouvrement de la dette ou de la radiation de la perte. L'élimination des documents connexes figurant aux fichiers de renseignements susmentionnés se fait conformément aux normes de conservation qui leur sont applicables. **No ADD :** 88/007 **Enregistrement (SCT) :** 001763 **Numéro de fichier :** SCP PPE 818

Comptes fournisseurs

Description : Ce fichier réunit les documents suivants :

réclamations, autorisations, rapports de dépenses, reçus, demandes de chèque, avances, instructions relatives aux dépôts, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement de réclamations et d'autres paiements. Des documents sur les opérations se trouvent aussi dans le fichier informatisé Comptes fournisseurs. Précisons que les documents de règlement de frais et les documents connexes relatifs aux mutations et aux réinstallations sont conservés dans le fichier Réinstallation (SCP PPE 816). Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur le paiement (endroit, nature et dates). **Catégorie de personnes :** Employés de la Société qui demandent un remboursement pour des frais de déplacement et de logement, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des récompenses et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés. **But :** Ce fichier sert à payer les avantages

Contrôles de la fiabilité

Description : Ce fichier réunit des vérifications d'identité relatives aux casiers judiciaires et, le cas échéant, des empreintes digitales, des casiers judiciaires, des recommandations, jugements, appels et documents connexes. Des renseignements sommaires peuvent aussi exister sous forme électronique dans les modules Gérer – Opérations de candidature et Vérification de sécurité des Systèmes, applications et produits (SAP). Les personnes qui désirent avoir accès au fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes :** Employés actuels et éventuels de la Société qui n'ont pas de cote de sécurité, mais dont il faut contrôler la fiabilité en raison de l'accès facile qu'ils ont au courrier, à de l'argent et à d'autres biens de valeur. **But :** Le présent fichier vise à garantir la sécurité des employés et des biens de la Société et de tout le courrier en cours de transmission. **Usages compatibles :** Les documents servent à déterminer la fiabilité d'une personne qu'on compte engager. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire. **Normes de conservation et de destruction :** Les documents sont conservés pendant les deux années suivant celle

(SCT) : 001361 **Numéro de fichier :** SCP PPE 820

Conflits d'intérêts

Description : Ce fichier réunit des renseignements sur les conflits d'intérêts et, à l'occasion, des rapports confidentiels, des rapports financiers, des rapports sur les activités extérieures des employés et des rapports d'enquêtes portant sur les conflits d'intérêts réels et potentiels, de même que toute la correspondance s'y rattachant. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, et leur lieu de travail. **Catégorie de personnes :** Tous les employés de Postes Canada, ainsi que ceux qui l'ont quittée récemment, qui sont impliqués dans des conflits d'intérêts réels ou potentiels. **But :** Le présent fichier sert à la mise en oeuvre de la politique sur les conflits d'intérêts. **Usages compatibles :** Les documents servent à déterminer l'existence de conflits d'intérêts, et, le cas échéant, à aider la prise d'une décision, que ce soit une mutation, des mesures disciplinaires ou la cessation d'emploi. **Normes de conservation et de destruction :** Les documents sont conservés pendant les deux années suivant la cessation d'emploi ou la fin du conflit, réel ou potentiel. Après deux ans, les documents sont détruits. **No ADD :** 86/001 **Enregistrement (SCT) :** 002156 **Numéro de fichier :** SCP PPE 814

financiers aux employés. **Usages compatibles :** Les documents servent à justifier le paiement des dépenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires ; à des fins de planification, de budgétisation et de vérification. **No ADD :** 88/007 **Enregistrement (SCT) :** 001361 **Numéro de fichier :** SCP PPE 820

Affaires juridiques

Description : Ce fichier contient des documents sur les réclamations potentielles ou réelles par ou contre la Société, les contrats et les ententes, les arbitrages, les mémoires, les avis et les conseils juridiques et sur d'autres questions juridiques concernant la Société. Précisons que des copies des avis et d'autres documents juridiques peuvent aussi être versés dans d'autres fichiers de renseignements personnels.

Catégorie de personnes : Employés actuels de la Société et les employés qui l'ont quittée traitant de questions juridiques. **But :** Le présent fichier réunit des documents portant sur des avis et des conseils juridiques fournis à la Société et documents ayant valeur juridique de représentation pour celle-ci. **Usages compatibles :** Les documents servent à fournir des avis et des conseils juridiques à la Société et à représenter la Société et à protéger ses intérêts. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de dix ans suivant l'année d'expiration du contrat ou de la cession de la propriété, avant d'être détruits. Les réclamations déposées par la Société ou contre elle, les jugements arbitrés et les documents connexes sur les questions juridiques sont conservés pendant vingt et un ans suivant l'année du règlement. Les mémoires (source de jurisprudence), les avis et les conseils juridiques sont conservés cent (100) ans après que la cause a été jugée. **Enregistrement (SCT) :** 002078 **Numéro de fichier :** SCP PPE 827

Aide aux employés

Description : Les Services à la famille du Programme d'aide aux employés (SFAE) sont donnés à contrat. Tous les renseignements sont conservés au bureau des Services à la famille. Postes Canada ne possède aucun fichier ayant trait au Programme d'aide aux employés. Les Services à la famille peuvent conserver la gestion de ces dossiers sous forme imprimée ou électronique. Les personnes qui désirent avoir accès aux renseignements sur leur compte sont encouragées à faire directement affaire avec les Services à la famille en composant le 1 800 668-9920. **Catégorie de personnes :** Un document est constitué lorsqu'un employé communautaire avec le service d'aide téléphonique (sans frais). **But :** Le présent fichier porte sur le programme d'aide aux employés fondé sur la participation volontaire des employés de Postes Canada aux prises avec des problèmes personnels ou liés au travail, qui peuvent être résolus par des soins professionnels. **Usages compatibles :** Les documents servent à apporter de l'aide aux employés et à leur assurer un suivi sérieux au moyen de counseling, entre autres ; à aider à l'élaboration de programmes de prévention et de formation en fonction de la fréquence d'apparition de certains problèmes, et à évaluer des programmes. Précisons que les agents d'orientation ne portent pas de diagnostic et qu'aucun renseignement personnel n'est divulgué à un tiers sans

Normes de conservation et de destruction : Les nominations rejetées et les documents qui s'y rattachent sont détruits immédiatement après la sélection du gagnant. Les nominations des gagnants ainsi que les documents qui s'y rattachent, incluant les données du système automatisé des cachets, sont conservés pendant cinq années civiles après le dernier usage administratif. **Enregistrement (SCT) :** 003160 **Numéro de fichier :** SCP PPE 850

Société canadienne des postes

Chapitre 136

Fichiers particuliers

Administration des pensions

Description : Le fichier sur le Régime de retraite agréé

de la Société canadienne des postes (RRASCP)

contient des données sur les caractéristiques

démographiques et la situation d'emploi des employés

et des personnes retraitées couverts par le RRASCP.

Notamment : date d'admissibilité, nombre d'années

ouvrant droit à pension, numéro d'identification, date de

naissance, le sexe, date du changement d'état civil,

adresse et numéro de téléphone du domicile, indicateur

d'unité de négociation, catégorie d'emploi, salaire de

base, allocations cotisables, chronologie d'embauche,

date et motif de cessation d'emploi, montant des

retenues aux fins de contribution, base des gains

annuels cotisables, durée de la semaine de travail,

statut de l'employé, liste de paie, information sur les

retenues salariales, y compris l'état de tiers-saisi s'il y a

lieu, renseignements bancaires, adresses postales des

personnes retraitées et des survivants, crédits et

retenues fiscales. Le numéro d'assurance sociale y est

également consigné aux fins d'identification légale lors

de la production des formulaires fiscaux appropriés.

Catégorie de personnes : Il existe des dossiers et

des données sur toutes les personnes à l'emploi de

Code régissant les conflits d'intérêts et l'après-mandat	Dossier personnel d'un employé	Dotation	Évaluation du rendement	Formation et perfectionnement	Griefs	Harcellement	Langues officielles	Mesures disciplinaires	Présences et congés	Programme d'équité en matière d'emploi	Rémunération et avantages	Sécurité et santé au travail	Stationnement	Vérification de la fiabilité	Voyages et réinstallations
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Cartes d'identification, et laissez-passer

Autorisations sécuritaires

Aide aux employés

et d'avion

Accidents d'automobile, de bateau, d'embarcation

une description de leur contenu.
Vous trouverez dans l'INTRODUCTION (au début de
cette publication) une définition des fichiers ordinaires et

Fichiers ordinaires

(SCT) : 004033 **Numéro de fichier :** SCC PPE 801
administratives. **No. ADD :** 98/005 **Enregistrement**

deux (2) ans après la dernière utilisation à des fins
propositions et les nominations rejetées sont détruites
la date d'expiration de la période de conservation. Les
établissements doivent être transférés aux Archives nationales à
dossiers qui ont des répercussions sur les précédents
conservés durant six ans, puis ils sont détruits. Les

conservation et de destruction : Les dossiers sont
l'application des lois, autorités provinciales. **Normes de**
Usages compatibles : Organismes chargés de
reçus. **Usages compatibles :** Organismes chargés de
candidats à des distinctions honorifiques ou qui les ont
Ce fichier a pour but d'identifier les employés qui sont

Postes Canada qui sont membres du RRASCP ou sont
retraitées. Les personnes qui désirent avoir accès à leur
dossier sont invitées à composer le numéro sans frais
suivant : 1-877-480-9220. **But :** Calculer, autoriser et
verser les prestations de pension à tous les membres
du RRASCP et à leurs survivants. **Usages**
compatibles : Administrer, maintenir et verser les
prestations d'employés et de retraités prévus par le
régime, y compris les prestations de conjoint et les
prestations de survivant, les prestations partagées des
ménages dissous, les prestations de pension rachetée,
les facteurs d'équivalence pour l'établissement des
feuilles T4, les facteurs d'équivalence rectifiés pour
l'établissement des feuilles T10, les facteurs
d'équivalence pour services passés, le relevé personnel
des prestations de retraite et le calcul du manque à
contribuer éventuel de l'employé. Les données du
fichier peuvent également être utilisées à des fins
d'établissement de rapports statistiques et de feuilles
de données destinées à aider à l'administration du
régime. **Normes de conservation et de**
destruction : Le calendrier de conservation est en
cours d'élaboration. **Enregistrement (SCT) :** 005246
Numéro de fichier : SCP PPE 885

Service correctionnel du Canada

Chapitre 135

Fichiers particuliers

destruction : Les dossiers des employés du SCRS sont conservés par le Service au moins jusqu'à ce que le sujet ait atteint l'âge de 90 ans ou pendant deux ans après le décès du sujet, pourvu que deux ans se soient écoulés depuis la dernière fois où le dossier a été utilisé à des fins administratives ; au terme de cette période, le SCRS transfère le dossier aux Archives nationales du Canada s'il a une valeur historique ou archivistique. Sinon, il le détruit. Les dossiers sur les langues officielles sont conservés par le Service pendant cinq ans après la date de la dernière inscription, puis sont détruits. Les données sur les inscriptions, les présences, les demandes d'inscription aux cours de langue et les compétences acquises sont éliminées deux ans après la date du dernier document versé au dossier. Les dossiers sur les évaluations du rendement d'emploi puis ils sont examinés en vue de leur retrait.

Enregistrement (SCT) : 003784 Numéro de fichier : SRS PPE 808

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Stationnement

fournir des données statistiques en matière de décisions scientifiques. **Usages compatibles** : Les renseignements peuvent servir à l'intérieur à des fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques, et pour des vérifications internes. Les renseignements peuvent aussi être remis à des représentants des provinces oeuvrant dans le domaine de la santé. **Normes de conservation et de destruction** : Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans, ou, s'il est âgé de 70 ans, ou plus, les dossiers sont conservés pendant cinq ans suivant la dernière évaluation. Lorsque survient l'expiration de la période de conservation, certains de ces dossiers sont alors placés sous la garde des Archives nationales du Canada aux fins des archives et les autres sont détruits.

Enregistrement (SCT) : 003906 Numéro de fichier : SCC PPE 806

Prix et distinctions honorifiques

Description : Ce fichier renferme des documents sur l'administration des programmes de distinctions honorifiques et de présentations de prix du Service et du Conseil du Trésor. **Catégorie de personnes** : Employés du Service correctionnel du Canada. **But** :

Dossiers sur l'évaluation de la tuberculose

Description : Ce fichier renferme certains types, ou tous les types, de renseignements suivant : renseignements démographiques, histoire médicale passée et présente, y compris l'histoire médicale tuberculose, symptômes de la tuberculose, documentation ayant trait aux examens cutanés Mantoux et autres renseignements ayant trait au Programme pour le Contrôle et la Prévention de la Tuberculose du Service correctionnel du Canada (SCC). Les individus qui désirent obtenir ces renseignements doivent fournir leur nom et prénom, date de naissance, et l'endroit où se trouve le dossier qu'ils désirent obtenir. Ces demandes peuvent être envoyées soit à la Direction de l'Accès à l'information et protection des renseignements personnels du Service correctionnel du Canada ou de Santé Canada, ou à l'infirmi(è)re en service à Santé Canada. **Catégorie de personnes** : Employés actuels et anciens du SCC. **But** : Le but de ce fichier est de conserver des dossiers sur toutes les évaluations de la tuberculose sur les employés du SCC, d'exercer un contrôle sur la mise en oeuvre des mesures de suivi et de prévention de la tuberculose, et

Archives nationales du Canada ; les autres doivent être détruits. **Enregistrement (SCT) : 003300 Numéro de fichier : SRS PPE 827**

Services du personnel du SCRS

Description : Ce fichier contient les caractéristiques personnelles, soit l'âge, le sexe et le code d'identification de dossier personnel ; l'adresse personnelle ; la citoyenneté ; des renseignements sur les études (relevés de notes, certificats et diplômes) ; des données sur les langues officielles, notamment les inscriptions à des cours de langue, les fiches de présence, les demandes d'inscription et les compétences acquises, ainsi que les exigences linguistiques des postes et les primes au bilinguisme ; des renseignements sur les emplois antérieurs ailleurs qu'à la Fonction publique ; les curriculum vitae et les références ; l'emplacement des organismes concernés ; les nominations et les mutations ; les évaluations du rendement, y compris le niveau de rendement de l'emploi (habiletés, aptitudes, réalisations et intérêts) ; et les évaluations, à l'interne et à l'externe, de leurs aptitudes en gestion ; les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée d'emploi ; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements ; ainsi que des informations sur les pensions et les assurances, notamment les normes des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les exclusions des négociations collectives, notamment le statut d'employé désigné et l'identification de l'agent négociateur ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; les passeports et les permis d'arme à feu nécessaires pour occuper le poste ; ainsi que des renseignements sur la cessation d'emploi, notamment les certificats et les raisons du départ de l'emploi. Ce fichier comprend en outre des données sur l'examen par le Service des plaintes déposées en vertu de la Loi sur les langues officielles, ses recommandations et les mesures correctives qu'il a prises. À cet égard, les demandeurs doivent préciser quel a été leur rôle dans le processus pour être autorisés à consulter les dossiers qui les intéressent. Les personnes intéressées doivent indiquer la date approximative de l'évaluation de leurs aptitudes en gestion afin que nous puissions extraire ce dossier, qui est conservé cinq ans avant d'être détruit. Ce fichier renferme aussi des résumés de décisions concernant la notation ; les présences et les congés, y compris les registres des congés et des présences et les certificats médicaux pour les congés de maladie ; des renseignements médicaux aux fins de l'établissement des droits aux prestations, de la prise de décisions par l'administration sur des points comme les mutations ou les renvois pour raisons médicales ; des données sur la planification de la relève, la formation et le

perfectionnement ; des décisions concernant les indemnités et l'aptitude au travail ; ainsi que des renseignements sur la discipline et les cotés de ces sujets se trouvent toutefois dans divers autres fichiers. **Catégorie de personnes :** Employés du SCRS et certains candidats à un poste (ex., pour ce qui est des renseignements touchant les langues officielles). **But :** Ce fichier a pour but de faciliter la gestion des ressources humaines du SCRS dans les secteurs administratif et opérationnel. **Usages compatibles :** Les données que renferme ce fichier peuvent servir à faire en sorte que les mesures prises au Service dans le secteur de la gestion des ressources humaines sont coordonnées et certifiées dans l'intérêt à la fois de l'employé et du SCRS, y compris les décisions relatives à la notation, à la planification de la relève, aux examens médicaux, à l'aide aux employés, à l'équité en matière d'emploi et au multiculturalisme, à la formation et au perfectionnement, à l'hygiène et à la sécurité au travail, aux langues officielles, à la discipline, aux cotés de sécurité et aux pensions. Elles peuvent également être utilisées pour vérifier des références professionnelles et pour rédiger des lettres de félicitations ou de condoléances. Elles peuvent être communiquées à Développement des ressources humaines Canada, à la commission de la Fonction publique, aux agents négociateurs de la Fonction publique, à Statistique Canada, aux assureurs des régimes d'assurance collective de la Fonction publique, à la Commission des relations de travail dans la Fonction publique ainsi qu'à d'autres ministères et organismes fédéraux, compte tenu d'une application stricte du principe de l'accès sélectif. Elles peuvent servir de source d'information ou pour la liaison avec les systèmes suivants : Système d'information des titulaires, Système de rapports sur les congés, Système de rapports sur les services supplémentaires, Système d'information sur les langues officielles, Fichier d'information sur la mobilité des employés, Système Versements/Retenues, Système sur les congés sans solde, Système d'information sur la formation et le perfectionnement, Système de gestion des carrières, Système de collecte de données sur les postes et Système informatisés statistiques (CFF PCE 761) de la Commission de la Fonction publique et de Secrétaire du Conseil du Trésor. Les données figurant dans ce fichier peuvent également servir comme source d'information ou pour établir des liaisons avec d'autres sources de renseignements afin que le SCRS puisse remplir le mandat qui lui est conféré par la loi. Toutes les liaisons concernant la gestion des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent enfin servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de**

régimes collectifs et aux syndicats, aux fins de la vérification des cotisations. Les renseignements versés dans ce fichier peuvent être utilisés pour l'établissement des budgets, ainsi qu'à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les documents relatifs aux taux de rémunération, aux heures travaillées, les autres documents d'usage ainsi que la documentation générale touchant la rémunération et les déductions ainsi que de la correspondance, sont examinés en vue de leur retrait deux ans après la fin de l'année financière, sauf s'il faut régler des paiements excédentaires, recouvrer des sommes dues à l'État ou exécuter des ordonnances de saisie-arrêt ou de distraction de pensions, cas où les dossiers sont conservés jusqu'à ce que les paiements excédentaires soient réglés, les sommes dues soient recouvrées et l'ordonnance de saisie-arrêt ou de distraction ne soit plus en vigueur. Les autres documents qui se rapportent à la rémunération sont conservés jusqu'à ce que l'employé ait atteint l'âge de 90 ans ou deux ans après son décès, pourvu que deux ans soient écoulés depuis la dernière utilisation du dossier pour fins administratives. **Enregistrement (SCT)** : 002130 **Numéro de fichier** : SRS PPE 823

Sécurité et santé au travail

Description : Ce fichier comprend des dossiers sur les blessures au travail et des rapports sur la santé au travail. Ces documents sont conservés par le SCRS aux Services de santé. Ce fichier contient également des renseignements sur le Comité de sécurité et d'hygiène au travail. Développement des ressources humaines Canada ou l'organisme provincial responsable conserve les demandes d'indemnisation touchant les sommes déboursées. (Dossier sur l'indemnisation des employés de l'État, DRHC PEC 701). Les dossiers concernant les accidents de véhicules, les enquêtes à leur sujet et le règlement de ces accidents sont conservés dans le fichier SRS PPE 814. **Catégorie de personnes** : Employés du SCRS. **But** : Ce fichier a pour but de fournir la documentation nécessaire à l'administration des programmes de sécurité et d'hygiène au travail au SCRS, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à l'hygiène au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au SCRS. **Usages compatibles** : Étayer les décisions connexes aux indemnités destinées aux travailleurs (y compris celles des commissions provinciales des accidents du travail), aux congés d'accident au travail ainsi qu'à la paye et aux avantages sociaux ; servir de

moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci ; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres et établir des conditions qui permettront à certains individus souffrant de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les dossiers médicaux d'un individu sont conservés par le Service au moins jusqu'à ce que l'employé ait atteint l'âge de 90 ans ou deux ans après son décès, pourvu que deux ans se soient écoulés depuis la dernière utilisation du dossier pour fins administratives. **Enregistrement (SCT)** : 002140 **Numéro de fichier** : SRS PPE 813

Services de santé

Description : Ce fichier renferme des dossiers sur les blessures au travail ainsi que des évaluations sur la santé au travail. Les employés qui désirent prendre connaissance des résultats de leur tests psychologiques ou médicaux peuvent le faire en présence d'un préposé désigné. Les instructions sur la façon de communiquer avec celui-ci leur sont données pendant le processus d'examen des demandes, à moins que les candidats précèdent qu'ils ne souhaitent pas connaître les résultats de leurs tests. **Catégorie de personnes** : Les employés du SCRS. **But** : Établir la capacité de l'employé à s'acquitter de ses fonctions compte tenu de son état de santé ; présenter des recommandations lorsque la santé constitue un critère déterminant eu égard à la dotation d'un poste ; établir les droits aux congés de maladie ou l'admissibilité aux programmes d'assurance ; et évaluer les qualités particulières des candidats contre les qualités souhaitées pour certaines fonctions. **Usages compatibles** : L'information peut servir à l'intérieur des mécanismes de recours ou de griefs et à des fins, de dotation et d'administration des programmes de rémunération et d'avantages sociaux ; servir à déterminer l'admissibilité de l'employé à une pension d'invalidité de la Commission canadienne des pensions ; être utilisée à des fins de vérification, de planification, d'évaluation et de statistiques. Toutes les liaisons concernant l'administration des ressources humaines et les programmes de rémunération et de lésions, afin de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au SCRS, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à l'hygiène au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au SCRS. **Usages compatibles** : Étayer les décisions connexes aux indemnités destinées aux travailleurs (y compris celles des commissions provinciales des accidents du travail), aux congés d'accident au travail ainsi qu'à la paye et aux avantages sociaux ; servir de

d'attestation du mérite des employés du SCRS, ainsi que ceux qui ont demandé la bourse Sir William Stephenson. **But :** Le fichier a pour but de répertorier les personnes admissibles à une prime ou à une distinction dans le cadre des programmes du SCRS ou du Régime des primes d'attestation du mérite des employés du SCRS, ou admissibles à la Bourse Sir

William Stephenson. Usages compatibles : Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour vérifier à rebours les dépenses de fonds. Ce fichier peut être utilisé comme source d'information ou pour les liaisons avec les autres établissements

gouvernementaux qui participent au Régime des primes d'attestation du mérite des employés du SCRS, afin de déterminer si la suggestion ou la demande de prime justifie, en raison de son caractère unique, une récompense. Le ministère des Travaux publics et des Services gouvernementaux émet les chèques et utilise les NAS aux fins de l'impôt sur le revenu. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction :

Description : Les données sur le Régime des primes d'attestation du mérite des employés du SCRS sont conservées pendant 12 ans, puis on détermine s'il y a lieu de les transférer aux Archives nationales. Celles sur les suggestions et les candidatures rejetées sont conservées pendant deux ans. Les dossiers sont transférés aux Archives nationales si les suggestions des employés ont mené à des changements importants au niveau des politiques. **No. ADD :** 86/001

Enregistrement (SCT) : 002152 Numéro de fichier : SRS PPE 822

Programmes d'équité en matière d'emploi et du multiculturalisme

Description :

Ce fichier contient des renseignements personnels sur les employés et certaines initiatives d'équité en matière d'emploi. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de dossiers d'employés ou de systèmes informatiques. Il est demandé aux répondants d'indiquer, de leur plein gré leur nom et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. **Catégorie de personnes :** Employés du Service. **But :** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique d'équité en matière d'emploi au SCRS. C'est grâce à ces renseignements qu'il est possible d'obtenir un tableau complet des employés, par sexe et appartenance à un groupe désigné (femmes, autochtones, personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés pour dresser un profil personnel des employés et comparer la situation des membres des groupes désignés à celle des groupes au sein du Service qui ne le sont pas et celle de leurs homologues sur le marché du travail canadien. Toute

liaison nécessaire à l'administration du Programme d'équité est conforme aux dispositions de la Loi sur l'équité en matière d'emploi et la Loi sur la protection des renseignements personnels. **Usages compatibles :** Le ministère peut recueillir des données pour des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements recueillis sont utilisés dans le cadre du programme d'équité en matière d'emploi du Service, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être représentés d'une manière équitable au Service. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en oeuvre de la politique connexe à l'équité en matière d'emploi.

Normes de conservation et de destruction :

Les dossiers sur l'équité en matière d'emploi sont conservés au moins deux ans, puis ils sont examinés en vue de leur retrait. Les données contenues dans ce fichier peuvent également servir à des fins de vérification. **Enregistrement (SCT) : 002133 Numéro de fichier : SRS PPE 824**

Rémunération et avantages sociaux

Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages sociaux pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages sociaux. Le fichier peut également comprendre des dispositions concernant la saisie-arrêt et la distraction des fonds. Les dossiers touchant les gains et la pension de retraite sont joints au dossier personnel de chaque employé. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages sociaux au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer l'uniformité de l'administration de la paye et des avantages sociaux. Le numéro social doit être obligatoirement fourni pour ce fichier ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et les rétributions) et le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre l'exécution des ordonnances émises dans le cadre de la Loi sur la saisie-arrêt et la distraction de pensions. Des renseignements sont également fournis à Travaux publics et Services gouvernementaux Canada, pour faciliter le versement des salaires et des cotisations aux divers régimes de santé provinciaux, aux assureurs des

disciplinaires. **Catégorie de personnes :** Employés de l'institution. **But :** Consigner les renseignements nécessaires pour traiter les plaintes de harcèlement et/ou discrimination d'un cas de harcèlement et/ou discrimination et, dans l'affirmative, pour déterminer les mesures appropriées, y compris les mesures disciplinaires, qu'il convient de prendre pour mettre fin à cette situation. **Usages compatibles :** Étayer les décisions prises à la suite de l'enquête et de l'analyse relatives à la plainte. **Normes de conservation et de destruction :** Les dossiers sont examinés en vue de leur retrait deux ans après la date de la dernière mesure administrative qui a été prise. **Enregistrement (SCT) :** 003298 **Numéro de fichier :** SRS PPE 825

Mécanisme de recours lié à la classification

Description : Ce fichier contient les demandes de recours des employés du SCRS liées à la classification de leurs postes, les accusés de réception, le rapport du Comité de recours, les avis de décision et toute information personnelle relative à la résolution du grief. Pour que l'information puisse être repérée, il faut inscrire les numéros des postes et les dates des demandes de recours. **Catégorie de personnes :** Employés du SCRS. **But :** Faciliter l'accès aux renseignements personnels recueillis dans le cadre des procédures de recours liées à la classification. **Usages compatibles :** Les renseignements contenus dans ce fichier peuvent servir à résoudre les griefs ultérieurs ou les appels relatifs à la classification. Ils peuvent aussi être utilisés à des fins de recherche, de planification, de vérification et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont détruits cinq ans après la dernière mesure administrative qui a été prise. **Enregistrement (SCT) :** 003631 **Numéro de fichier :** SRS PPE 830

Primes d'encouragement et distinctions

Description : Le fichier contient des renseignements sur les employés qui ont été nommés pour des primes, dans le cadre du Régime des primes d'attestation du mérite du SCRS ainsi que sur ceux qui ont bénéficié d'une bourse du SCRS. Ces renseignements peuvent comprendre des curriculum vitæ, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pour améliorer des opérations de la Fonction publique ou du SCRS, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. Ce fichier renferme également des renseignements sur les employés dont on a étudié le dossier en vue de leur décerner la Prime de longs services ou le Prix Sir William Stephenson. **Catégorie de personnes :** Les employés du SCRS, dont la candidature a été proposée ou qui ont participé aux programmes des primes d'encouragement et des distinctions du SCRS, au Régime des primes

officielles ; Programme d'avancement professionnel des agents de renseignements ; Système de données sur les postes ; et le Système de collecte de données sur les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification et de destruction : Les dossiers généraux sur les cours sont conservés pendant deux ans. La liste des cours suivis par chaque employé est conservée jusqu'à ce que celui-ci atteigne l'âge de 90 ans. Les dossiers sur la formation spécialisée sont conservés pendant dix ans puis transférés aux Archives nationales du Canada. **Enregistrement (SCT) :** 002138 **Numéro de fichier :** SRS PPE 811

Griefs et arbitrage

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation ; les accusés de réception et les réponses de la direction ; les témoignages ; les opinions juridiques ; les rapports d'enquête et les analyses ; et toute la correspondance relative aux griefs et à l'arbitrage. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs et de la procédure d'arbitrage, y compris au niveau de la Commission des relations de travail dans la Fonction publique. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs y compris les renvois à l'arbitrage de la Commission des relations de travail dans la Fonction publique. Ils peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers concernant les griefs et l'arbitrage sont conservés pendant cinq ans après le règlement définitif du différend, puis ils sont examinés en vue de leur retrait. **Enregistrement (SCT) :** 002143 **Numéro de fichier :** SRS PPE 816

Harcèlement et discrimination en milieu de travail

Description : Ce fichier contient la correspondance relative aux plaintes de harcèlement et/ou de discrimination ; les rapports d'entrevue avec les plaignants et les présumés harceleurs ; les rapports d'entrevue avec les témoins des incidents ; les récapitulations des enquêtes faites par la direction ; les analyses des événements et les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être versés dans le dossier personnel du plaignant. Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, ils doivent être transférés dans le fichier des mesures

des décisions de dotation dans le dossier personnel d'un employé. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein du SCRS. **Usages compatibles :** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Pour avoir accès à ces renseignements, il faut, le cas échéant, donner le numéro du concours. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut servir de ce système comme source d'information ou comme lien pour les fichiers suivants : Système d'information des titulaires ; Système Versements/Retenues ; Système de rapports sur les services supplémentaires ; Système d'information sur les langues officielles ; Fichier d'information sur la mobilité des employés ; Système sur les congés sans solde ; Système de collecte de données sur les postes ; et le fichier des systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont conservés au moins deux ans après l'expiration de la liste d'admissibilité utilisée pour combler un poste ou deux ans après toute mesure administrative, puis ils sont examinés en vue de leur retrait. **Enregistrement (SCT) :** 002136 **Numéro de fichier :** SRS PPE 809

Enquêtes sur les agissements illicites

Description : Ce fichier renferme les allégations, les rapports d'enquête, les comptes rendus d'entrevue, les rapports au Solliciteur général du Canada et la correspondance connexe, qui ont été recueillies ou préparées, conformément au paragraphe 20(2) de la Loi sur le Service canadien du renseignement de sécurité, sur les activités d'employés du SCRS qui ont peut-être agi illicitement dans l'exercice de leurs tâches et de leurs fonctions pour le Service, conformément à la Loi sur le SCRS. **Catégorie de personnes :** Personnes visées par des enquêtes menées en vertu du paragraphe 20(2) de la Loi sur le SCRS. **But :** Enquêter sur les allégations d'agissements illicites de la part d'employés du SCRS et prendre les mesures correctives nécessaires. **Usages compatibles :** Les renseignements contenus dans ce fichier peuvent être communiqués au Procureur général du Canada, à l'organisme compétent responsable de l'application de la loi au besoin et au Comité de surveillance des

activités de renseignement de sécurité ou à l'inspecteur général. Ils peuvent également être utilisés quand il faut prendre des mesures disciplinaires liées à la conduite des employés, en vertu de la Loi sur le SCRS, ou quand le Service juge nécessaire de les communiquer aux autorités ou aux personnes compétentes. Ils peuvent aussi servir à des fins de gestion, de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Tous les dossiers sont transférés aux Archives nationales après 12 ans, en prenant soin d'enlever le nom des individus concernés. **No. ADD :** 86/001 **Enregistrement (SCT) :** 002761 **Numéro de fichier :** SRS PPE 832

Formation et perfectionnement

Description : Ce fichier comprend des données personnelles notamment : les demandes de cours et les évaluations ; le numéro de dossier personnel ; les résultats des examens et les certificats ; les relevés de paiement des frais ; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou donnés par des organismes privés. Le fichier contient aussi le numéro d'assurance sociale des employés qui ont bénéficié du Programme de paiement des frais de scolarité. Sont également inclus les renseignements sur des employés qui ont suivi des cours de la Commission de la fonction publique. La collecte de ces renseignements est effectuée en vertu de la Loi sur les relations de travail dans la Fonction publique et de la Loi sur l'emploi dans la Fonction publique. Les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et l'on trouve, dans le fichier Services du personnel du SCRS, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au SCRS. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement. Les renseignements relatifs à l'administration de la paye des employés figurent également dans le fichier sur la rémunération et les avantages sociaux. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires ; Système Versements/Retenues ; Système de rapports sur les congés ; Système de rapports sur les supplémentaires ; Système d'information sur les langues

l'établissement de la cote de sécurité s'appliquant à l'employé, à l'égard des conditions d'emploi, dans la mesure où ces données ont trait à la gestion du personnel du Service. Il peut également servir à déterminer le niveau de la cote de sécurité et à fournir les renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. **Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires, au prolongement ou à la fin de la période d'emploi et à l'attribution des cartes d'identité ou de laissez-passer, et aider les employés du SCRS à déterminer si d'autres personnes ont l'autorisation d'être sur les lieux. Les données versées dans ce fichier peuvent également servir à vérifier si les conditions d'emploi sont respectées, dans le contexte de la gestion du personnel du Service. Ce fichier peut être utilisé comme une source d'information ou pour la liaison avec d'autres sources d'information, afin que le SCRS puisse remplir le mandat qui lui est confié par la loi. Toute liaison est conforme aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les renseignements sont conservés jusqu'à ce que l'intéressé ne soit plus au service du SCRS ; et sont détruits au bout de sept ans. Les données sur les candidats non retenus ainsi que sur les contractuels sont gardées pendant au moins dix ans, puis détruites. **Enregistrement (SCT) :** 002142 **Numéro de fichier :** SRS PPE 815

Dotation

Description : Ce fichier contient les demandes de dotation ; les descriptions de poste ; les échelles de salaire ; les profils de sélection ; les listes de concours ; les demandes de mutation ; les listes de mises à pied ; les imprimés d'ordinateur relatifs au répertoire des ressources humaines ; les demandes d'emploi ; les listes de candidats ; les évaluations des juries de sélection, y compris les rapports et les notes d'évaluation provenant du comité de dotation ; les documents relatifs aux examens et à leurs résultats, y compris les résultats des tests psychologiques ; les listes d'admissibilité ; les offres d'emploi ; les avis destinés aux candidats ; les avis relatifs au droit d'appel et les documents à cet égard ; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. Les employés qui veulent avoir accès aux renseignements qui les concernent et qui figurent dans un dossier de concours doivent fournir le numéro du concours pour que l'on puisse les trouver et les récupérer. On trouve dans les dossiers du fichier une grande variété de renseignements personnels, qui portent notamment sur l'âge, le sexe, le niveau des études et/ou l'expérience de travail. On peut également trouver des avis relatifs à

attestant que l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi, et indiquant s'il possède ou non des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions ; (2) des rapports confidentiels faisant état des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions ; (3) des rapports d'enquêtes et de la correspondance portant sur des conflits d'intérêts réels, éventuels ou apparents liés à l'incompatibilité réelle, ou éventuelle, entre les affaires personnelles de l'employé et l'exercice de ses fonctions. **Catégorie de personnes :** Employés du SCRS. **But :** Consignation des renseignements (1) qui indiquent si l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi ; (2) qui indiquent s'il existe des conflits d'intérêts réels, éventuels ou apparents pour les employés du SCRS ; (3) qui permettent de tenir un registre de tous les conflits d'intérêts réels, éventuels ou apparents ; (4) qui permettent de conserver toutes les mesures d'observation d'après-mandat qui sont requises de l'employé. **Usages compatibles :** Régler des conflits d'intérêts réels, éventuels ou apparents, et étayer les décisions prises au sujet des mutations et des mesures disciplinaires en cas de conflits d'intérêts non réglés. Permettre aux agents désignés de déterminer si un ancien employé respecte les mesures d'observation d'après-mandat qui lui sont applicables. Les informations peuvent aussi servir à des fins de vérification. **Normes de conservation et de destruction :** Le SCRS conserve ces documents pendant la durée d'emploi, plus deux ans, puis ils sont examinés en vue de leur retrait. **Enregistrement (SCT) :** 003299 **Numéro de fichier :** SRS PPE 826

Cotes de sécurité (Antérieurement autorisations sécuritaires)

Description : Ce fichier contient tous les antécédents

personnels ; les résumés des enquêtes faites par le Service canadien du renseignement de sécurité (SCRS),

auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC) ; des cartes d'empreintes

digitales ; les antécédents criminels ; le numéro d'assurance sociale ; les séances de briefing et la

correspondance connexe à la cote de sécurité attribuée aux employés et les résultats des tests polygraphiques.

Des remarques au sujet du niveau de la cote de sécurité peuvent être ajoutées au dossier personnel de l'employé. Le fichier renferme aussi des informations sur les voyages d'agrement qui peuvent susciter des

crainres pour la sécurité de l'employé, les vérifications informatiques et la correspondance ayant trait à l'emploi. **Catégorie de personnes :** Employés du

SCRS, candidats à un emploi, contractuels et personnel des entreprises ayant conclu des marchés avec

l'administration fédérale. **But :** Ce fichier vise à

consigner des renseignements concernant

Le numéro de code du véhicule doit être fourni pour faciliter la recherche dans le système d'information.

Catégorie de personnes : Les employés du SCRS victimes d'accidents d'automobile, de bateau,

d'embarcation ou d'avion et ceux qui ont fait une demande de paiement à titre gracieux. **But** : Ce fichier a pour but de conserver les renseignements se

rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du

SCRS. **Usages compatibles** : Déterminer la responsabilité des accidents et approuver le règlement

des dommages. Ces données peuvent être versées au dossier personnel de l'employé et servir à des fins de

recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de**

destruction : Deux ans après l'accident s'il n'y a pas eu de réclamation ou de poursuite contre la Couronne.

Dans les cas qui résultent en une réclamation, les documents sont examinés en vue de leur retrait six ans

après sa conclusion. Les documents qui portent sur les poursuites contre la Couronne sont examinés en vue de

leur retrait dix ans après la conclusion desdites poursuites. **Enregistrement (SCT)** : 002141 **Numéro**

de fichier : SRS PPE 814

Aide aux employés

Description : Ce fichier contient des renseignements,

traités de façon confidentielle, sur la participation d'un employé au Programme d'aide aux employés (PAE), y

compris les dossiers obtenus ou préparés dans le cadre d'un contrat, les avis de mise en rapport

volontaire ; les dossiers de mise en rapport avec des professionnels de la santé et les rapports et la

correspondance provenant de ces derniers. **Catégorie de personnes** : Employés et anciens employés, leurs

parentes et membres de la famille immédiate. **But** :

Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du

Programme d'aide aux employés. **Usages compatibles** : Étayer les décisions ayant trait aux

mesures à prendre en matière d'aide aux employés. Ces renseignements peuvent également servir à des

fin de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de**

conservation et de destruction : Les dossiers sont conservés au moins deux ans après la date la plus

récente à laquelle une pièce portant sur l'aide à l'employé a été versée au fichier, puis ils sont examinés

en vue de leur retrait. **No. ADD** : 86/001 **Enregistrement (SCT)** : 002147 **Numéro de**

fichier : SRS PPE 820

Association des employés

Description : Ce fichier contient des renseignements

sur les employés du SCRS et renferme des documents ou des données concernant le règlement des plaintes,

des griefs et/ou des mesures disciplinaires. **Catégorie de personnes** : Tous les employés non syndiqués, y

Conflits d'intérêts

Description : Ce fichier renferme (1) les documents

de fichier : SRS PPE 817

par écrit. **Enregistrement (SCT)** : 002144 **Numéro**

détruite lorsque l'employé concerné en fait la demande relative à la mesure en cause peut être immédiatement

conduite n'étaient pas fondées, la documentation qu'il a été établi que les accusations d'écart de

Lorsque des mesures disciplinaires ont été annulées ou disciplinaire n'ait été enregistrée dans l'intervalle.

disciplinaire a été prise, pourvu qu'aucune autre mesure leur retrait deux ans après la date à laquelle la mesure

destruction : Les dossiers sont examinés en vue de statistiques. **Normes de conservation et de**

vérification, de planification, d'évaluation et de également servir à des fins de recherche, de

cessation d'emploi. Ces renseignements peuvent interne ; aux mutations, aux rétrogradations et à la

sociaux ; aux présences et aux congés ; à la sécurité décisions relatives à la rémunération et aux avantages

ces mesures. **Usages compatibles** : Étayer les disciplinaires et, dans ce cas, à déterminer la nature de

déterminer s'il y a lieu de prendre des mesures disciplinaires prises au SCRS. Il sert également à

contient les renseignements utilisés lors des mesures normées ou détachées au Service. **But** : Ce fichier

Employés du SCRS autres que les personnes rendement de l'employé. **Catégorie de personnes** :

de mesures disciplinaires sont joints au dossier de ces enquêtes. Il est important de signaler que les avis

conduite possibles et le rapport d'analyse qui résulte de juridiques ; les enquêtes se rapportant à des écarts de

conditions d'emploi ; les témoignages ; les opinions de l'inconduite d'un employé en ce qui a trait aux

disciplinaires et la correspondance échangée au sujet **Description** : Ce fichier contient des avis de mesures

Conduite et mesures disciplinaires **fichier** : SRS PPE 831

Enregistrement (SCT) : 003970 **Numéro de**

fichier : SRS PPE 831

détruits immédiatement. **No. ADD** : 96/012

de l'employé concerné, les documents peuvent être épuisées toutes les voies de recours, la demande écrite

sont conservées pour au moins deux ans une fois protection des renseignements personnels, les données

destruction : Conformément au Règlement sur la employés. **Normes de conservation et de**

Réservé à l'administration au sein de l'Association des mesures disciplinaires. **Usages compatibles** :

humaines et l'aide aux employés faisant face à des touchant l'application des politiques de Ressources

plaintes ou de leurs griefs, y compris des dossiers représentation des employés lors du règlement de leurs

d'entrée dans ce cadre. **But** : Tenir des dossiers sur la cas où la période de conservation dépasserait leur date

l'exception des employés du cadre de gestion dans le déterminée qui sont en poste depuis six mois, à

compris les employés normés pour une période

Service canadien du renseignement de sécurité

Chapitre 134

Fichiers particuliers

Accidents d'automobile, de bateau, d'embarcation et d'avion
Description : Ce fichier contient des rapports sur les accidents ; des réclamations pour les dommages subis ; des décisions du tribunal ; des transactions de règlement et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des

embarcations et des avions loués ou appartenant à l'Etat ou à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Ce fichier renferme également les demandes de paiement à titre gracieux et les paiements effectués aux individus. Pour les renseignements concernant l'hygiène et la sécurité au travail et les autorisations de congés et d'indemnité liées aux accidents de travail ou aux maladies professionnelles, voir le fichier SRS PPE 813.

préférée, l'évaluation pour l'aménagement du lieu de travail (provisions spécifiques de l'assistance requise, description du lieu de travail, si d'autres personnes ayant une déficience travaillent dans le même secteur, adaptation du lieu de travail ainsi que le nom du superviseur à qui demander de l'information).
Catégorie de personnes : Les personnes handicapées employées de la fonction publique fédérale, les gestionnaires, les chefs d'équipe, les coordinateurs en EE. **But :** Information sur l'aide fournie aux personnes handicapées ou sollicitée par les personnes handicapées employées de la fonction publique fédérale. **Usages compatibles :**
Renseignements statistiques (chiffres seulement) et création d'un répertoire des mesures relatives aux aménagements spéciaux dans le but d'améliorer la planification des futurs programmes. L'information pourrait être partagée dans le but de régler les questions d'aménagement en milieu de travail (avec la permission du répondeur). **Normes de conservation et de destruction :** Deux ans après la dernière entrée administrative. **Enregistrement (SCT) :** 005081
Numéro de fichier : SCT PPE 810

affectations à l'étranger, les avances, les demandes de remboursement et paiements divers. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **No. ADD :** 85/001 **Renvoi aux dossiers # :** SCT DPP 080, 090 **Enregistrement (SCT) :** 001135 **Numéro de fichier :** SCT PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION de la présente publication une définition des fichiers ordinaires et une description de leur contenu.
Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Équité en matière d'emploi
Évaluation du rendement
Formation et perfectionnement
Griefs
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité

Prix d'excellence

Description : Le fichier comprend des informations sur les employés du Secrétaire du Conseil du Trésor désignés candidats aux primes, aux termes du Régime des primes pour services exemplaires du SCT ainsi que des formulaires de recommandations dûment remplis et d'autres données justificatives. **Catégorie de personnes :** Tous les employés du Secrétaire du Conseil du Trésor désignés candidats aux primes pour services exemplaires. **But :** Ce fichier a été établi pour qu'y soit conservée la documentation concernant les employés désignés candidats aux termes du Régime des primes pour services exemplaires du SCT. **Usages compatibles :** Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés. **Normes de conservation et de destruction :** Le fichier général est conservé pendant 10 ans et transféré aux Archives nationales du Canada. Les autres fichiers sur les illustrations, les finances, les nominations, les exposés et les communications sont conservés pendant 10 ans et puis détruits. **No. ADD :** 93/031 **Renvoi au dossier # :** SCT CDS 021 **Enregistrement (SCT) :** 005066 **Numéro de fichier :** SCT PPE 802

Programme d'affectations ministérielles
Description : Le fichier peut contenir des curriculum vitae, des évaluations, des ententes concernant des affectations, des résultats de présentations, des demandes d'affectations venant des employés, des formulaires de proposition d'affectation et de la correspondance générale. **Catégorie de personnes :** Les employés du gouvernement fédéral nommés pour une période indéterminée qui ont demandé une affectation au Conseil du Trésor ou à d'autres ministères. **But :** Le fichier a été créé pour garder un répertoire des employés intéressés par des affectations à l'extérieur de leur secteur de résidence, au sein du Conseil du Trésor ou dans d'autres ministères. **Usages compatibles :** Les renseignements servent à désigner les employés intéressés par une affectation au sein du Conseil du Trésor ou dans d'autres ministères ou organismes fédéraux. Ils servent aussi à des fins statistiques. **Normes de conservation et de destruction :** À déterminer. **Renvoi au dossier # :** CFP PCE 762 **Enregistrement (SCT) :** 005067 **Numéro de fichier :** SCT PPE 805

Réseau d'aménagement pour les personnes handicapées employées au sein de la fonction publique fédérale
Description : L'information recueillie comprend le nom, le sexe, le ministère ou l'organisme employeur, la description du poste, du type d'aide sollicitée, le statut personnel (déficience physique ou assistée), la langue

compatibles : Ce fichier sert également à fournir de l'information précise et/ou générale pour des recherches. **Normes de conservation et de destruction :** Les plaintes reçues à la Commission des droits de la personne sont conservées en général pendant 10 ans et puis sont détruites. Les plaintes liées à l'assurance-invalidité sont conservées pendant 20 ans et puis détruites. Les plaintes portant sur le Régime d'assurance pour les cadres de gestion de la fonction publique doivent être déterminées. Les plaintes liées aux pensions sont conservées pendant 25 ans et puis transférées aux Archives nationales du Canada. Les plaintes visant le régime de soins de santé de la fonction publique doivent être déterminées. Les plaintes sur la participation équitable aux langues officielles sont conservées pendant 10 ans et puis acheminées aux Archives nationales du Canada. Les plaintes relatives à la rémunération visant le travail à valeur égale sont conservées pendant 10 ans et puis détruites. Les plaintes issues du groupe de soins infirmiers sont conservées pendant 25 ans et puis transférées aux Archives nationales du Canada. Les plaintes portant sur le groupe des services hospitaliers sont conservées pendant 25 ans et puis détruites. Les plaintes relatives aux congés de maternité sans rémunération doivent être déterminées. **No. ADD :** 93/031, 94/004 et 94/011 **Enregistrement (SCT) :** 005050 **Numéro de fichier :** SCT PPE 803

Plaintes de harcèlement
Description : Ce fichier contient la correspondance concernant les plaintes de harcèlement en milieu de travail et les renseignements connexes. Il concerne les personnes qui communiquent avec la présidente du Conseil du Trésor ou des employés du Secrétaire au sujet de leur plainte de harcèlement. Ce fichier a pour but d'émagasiner les renseignements nécessaires pour répondre aux lettres concernant les cas de harcèlement. Les **usages compatibles** servent également à fournir de l'information particulière et/ou générale pour des recherches. **Catégorie de personnes :** Il vise les personnes qui communiquent avec la présidente du Conseil du Trésor ou des représentants du Secrétaire du Conseil du Trésor au sujet de leur plainte de harcèlement. **But :** Ce fichier sert également à consigner de l'information nécessaire pour répondre à la correspondance portant sur les plaintes de harcèlement. **Usages compatibles :** Ce fichier sert également à fournir de l'information précise et/ou générale pour des recherches. **Normes de conservation et de destruction :** Après dix ans, les fichiers sont envoyés aux Archives nationales du Canada. **No. ADD :** 93/031 **Renvoi au dossier # :** SCT DPP 340 **Enregistrement (SCT) :** 003582 **Numéro de fichier :** SCT PPE 804

a pour but d'émagasiner les renseignements nécessaires au traitement des plaintes logées à la CCDF contre le Conseil du Trésor. **Usages compatibles :** Ce fichier sert également à fournir de l'information précise et/ou générale pour des recherches. **Normes de conservation et de destruction :** Les plaintes reçues à la Commission des droits de la personne sont conservées en général pendant 10 ans et puis sont détruites. Les plaintes liées à l'assurance-invalidité sont conservées pendant 20 ans et puis détruites. Les plaintes portant sur le Régime d'assurance pour les cadres de gestion de la fonction publique doivent être déterminées. Les plaintes liées aux pensions sont conservées pendant 25 ans et puis transférées aux Archives nationales du Canada. Les plaintes visant le régime de soins de santé de la fonction publique doivent être déterminées. Les plaintes sur la participation équitable aux langues officielles sont conservées pendant 10 ans et puis acheminées aux Archives nationales du Canada. Les plaintes relatives à la rémunération visant le travail à valeur égale sont conservées pendant 10 ans et puis détruites. Les plaintes issues du groupe de soins infirmiers sont conservées pendant 25 ans et puis transférées aux Archives nationales du Canada. Les plaintes portant sur le groupe des services hospitaliers sont conservées pendant 25 ans et puis détruites. Les plaintes relatives aux congés de maternité sans rémunération doivent être déterminées. **No. ADD :** 93/031, 94/004 et 94/011 **Enregistrement (SCT) :** 005050 **Numéro de fichier :** SCT PPE 803

sont gardés pour une période de deux ans pour investigation d'incidents et sont ensuite détruits. À moins d'être nécessaires pour une investigation, les images vidéocassettes sont gardées jusqu'à sept jours et ensuite détruites. Tout autre document est gardé cinq ans et ensuite détruit. On peut accéder à ces fichiers, sauf ceux sur vidéocassettes, en fournissant le nom au complet ainsi que le CIDP. **Enregistrement (SCT) :** 005083 **Numéro de fichier :** SCT PPE 815

005083 *Numéro de fichier* : SCT PPE 815

Dossiers de l'Ombudsman du personnel
Description : La banque contient de l'information sur

les préoccupations et les problèmes évoqués avec l'ombudsman du personnel par des employés du Secrétaire du Conseil du Trésor du Canada. Cela concerne, entre autres, des renseignements sur des pratiques ou systèmes inéquitables, la conduite des autres employés et les questions touchant la déontologie, telles que les conflits d'intérêts ou les activités qui semblent contraire aux valeurs de la fonction publique et à l'intérêt public. Ce processus informel est une solution de rechange à des mécanismes plus officiels, tels que les griefs, les appels et les plaintes. *Catégorie de personnes* : Tous les

employés du Secrétariat du Conseil du Trésor du Canada, de tous les paliers, y compris les gestionnaires. **But :** Cette base a été créée pour servir de dépôt de toutes les préoccupations et de tous les problèmes soulevés auprès de l'ombudsman du personnel, pour aider celui-ci à exercer les fonctions suivantes : conseiller/porte-parole ; source d'information ; intermédiaire/médiateur ; consultant ; visites sur place ; réunions ; rapports. **Usages compatibles :** Préparation de rapports généraux

présentées au Secrétaire du Conseil du Trésor, concernant des problèmes systémiques touchant des employés, y compris les mesures correctives prises.

période de conservation reste à déterminer. Renvoi au dossier # : SCT OMB 001 Enregistrement (SCT) : 004148 Numéro de fichier : SCT PPE 806

Dossier personnel de l'employé(e)

Description : Ce fichier est un dossier sommaire pouvant contenir les formulaires nécessaires à la recherche aux enquêtes de sécurité, les avis de cote de sécurité, les séances de briefing, les documents d'attestation montrant que l'employé(e) a lu et compris le Code de la Fonction publique et s'engage à observer le Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exigibilités visés par les Articles 21 et 22, et participe aux activités décrites dans l'Article 26 du Code de la Fonction publique ; des renseignements concernant les caractéristiques personnelles ; les nominations, les mutations, les promotions, les rétroactions, la classification, les évaluations de rendement ; les demandes de formation et des évaluations ; le statut de membre d'un groupe visé par l'équité en matière

Enregistrement (SCT) : 004392 Numéro du
fichier : RL PPE 800

Enregistrement (SCT) : 004392 Numéro du

fichier : RL PPE 800

Plaintes – Commission canadienne des droits de la personne

personne

Description : Ce fichier contient des renseignements

sur les plaintes reçues à la Commission canadienne des droits de la personne (CCDP) contre le Conseil du Trésor, et les décisions connexes de la CCDP et/ou

d'un tribunal ou d'une cour, s'il y a lieu. Les renseignements du fichier se rapportent aux personnes qui logent une plainte contre le Conseil du Trésor

personne. Ce fichier a pour but d'emmagasiner les

renseignements nécessaires au traitement des plaintes
logées à la CCDF contre le Conseil du Trésor. Ce fichier
sert également à fournir de l'information précise et/ou

générale pour des recherches. *Catégorie de*

personnes : Les renseignements du fichier se rapportent aux personnes qui logent une plainte contre le conseil du Trésor auprès de la Commission canadienne des droits de la personne. **But** : Ce fichier

Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. **But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la rémunération et les avantages sociaux pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système peut servir de source d'information pour le Fichier de données sur l'équité en matière d'emploi, la Commission de la fonction publique, les agents négociateurs de la fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires ; Système de rapports sur les congés ; Système d'information sur les postes et la classification ; Fichier d'information sur la mobilité des employés ; Système sur les congés sans solde ; Système d'information sur la formation et le perfectionnement ; Système de traitement de la fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion des Systèmes informatisés statistiques (CFF PCF 761) que détient la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers

énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Données électroniques sont conservées pendant une période de 25 ans et ensuite détruites. Dossiers textuels et électroniques : les documents sont conservés pendant une période de 10 ans et ensuite détruits. **No. ADD :** 93/031 et 94/011 **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 002321 **Numéro de fichier :** SCT PCF 716

Fichiers particuliers

Cartes d'identification et laissez-passer

Description : Ce fichier contient des photographies, des signatures, des noms et prénoms, ainsi que des numéros de laissez-passer pour les employés du SCT/Ministère des Finances ainsi que pour les personnes qui doivent régulièrement venir sur les lieux du SCT/Ministère des Finances. Le fichier contient aussi de l'information relative à l'accès/l'évacuation des emplacements. Les renseignements pour les cartes d'identification/laissez-passer sont recueillis par un bulletin de souscription et gardés dans un fichier automatisé. On peut accéder à l'information en fournissant le nom au complet ou le numéro du laissez-passer. Le fichier contient aussi des renseignements en ce qui a trait à l'accès ou l'évacuation de certains emplacements. Ces renseignements sont recueillis par les moyens suivants : formulaires d'identification, correspondance et vidéocassette ou caméra. Catégories des personnes visées par le fichier : Les employés du SCT/Ministère des Finances ou d'autres ministères qui travaillent ou visitent les emplacements du SCT/Ministère des Finances ainsi que les entrepreneurs qui accèdent l'édifice régulièrement. **But :** Ce fichier a pour but de tenir l'information relative à la délivrance, annulation et utilisation des cartes d'identification et laissez-passer. Pour des raisons de sécurité ces cartes sont utilisées pour contrôler l'accès à l'édifice, à certaines zones de l'édifice ; elles fournissent aussi une sécurité aux occupants et biens de l'immeuble. **Usages compatibles :** Pour des raisons de sécurité, les renseignements sont utilisés pour : contrôler l'accès et l'évacuation de certains immeubles, fournir la sécurité aux employés ainsi qu'aux biens immobiliers, produire des rapports d'analyse statistique ou pour investigation d'incidents ainsi que la délivrance de cartes d'identification et laissez-passer. **Normes de conservation et de destruction :** Les renseignements ayant trait à l'accès et l'évacuation des immeubles du SCT/Ministère des Finances sont gardés dans un fichier automatisé pour une période de deux ans pour investigation d'incidents et sont ensuite détruits. Les renseignements recueillis en dehors des heures de travail ou par les fiches de contrôle d'entrées

l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la

compatibles : Usages protection des renseignements personnels. **Usages compatibles :** Ce système sert de source d'information pour la Banque de données sur l'équité en emploi, la Commission de la fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires ; Système Versements/Retenues ; Système de rapports sur les services supplémentaires ; Système de rapports sur les congés ; Fichier d'information sur la mobilité des employés ; Système d'information sur la formation et le perfectionnement ; Système d'information sur les postes et la classification ; Système de traitement de la fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Dossiers informatisés : les dossiers n'ont pas de valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : Les documents sont conservés pour une période de 10 ans et ensuite détruits. **No. ADD :** 93/031 et 94/011 **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 005059 **Numéro de fichier :** SCT PCE 720

Système Versements/Retenues
Description : Ce fichier renferme le dossier de rémunération et d'avantages sociaux de chaque employé de l'administration fédérale. Le dossier de l'employé peut contenir des renseignements personnels tels que le sexe, le code d'identification de dossier personnel, la date de naissance, le traitement, le nom, et la classification de l'employé. On y retrouve également les numéros de référence de divers régimes d'assurance générale et médicale, ainsi que les versements et retenues applicables à l'employé.

Catégorie de personnes : Toutes les personnes dont le Conseil du Trésor est présentement l'employeur en vertu de la Loi sur les relations de travail dans la

20, section 10) ou la politique de transition dans la carrière des cadres (TCC) qui, conformément à la politique, reçoivent une rémunération en remplacement de la partie non expirée de la période de priorité d'excédentaire. **But :** Ce système a servi à surveiller la mise en œuvre des politiques de réaménagement des effectifs des programmes d'encouragement au départ, et la politique de transition dans la carrière des cadres, et à déterminer si les ministères s'y conformaient en permanence. **Usages compatibles :** Le SSRE a été mis au point à l'intention des groupes responsables des politiques connexes au Secrétariat du Conseil du Trésor. Des extraits électroniques périodiques renfermant les totaux cumulatifs d'une année sur l'autre pour les employés qui reçoivent des paiements forfaitaires d'excédentaire, de même que le montant et la période visés par ces paiements, sont remis aux utilisateurs. **Normes de conservation et de destruction :** Les dossiers informatisés : les dossiers n'ont pas de valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : Les documents n'existent pas. **No. ADD :** 93/031 **Enregistrement (SCT) :** 005065 **Numéro de fichier :** SCT PCE 732

Système sur les congés sans solde
Description : Ce fichier renferme le dossier des congés sans solde de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, le traitement, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des congés sans solde, ainsi que les dates d'entrée en vigueur et de retour au travail. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. **But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les congés sans solde pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en emploi, ainsi que la planification, la mise en œuvre,

Usages compatibles : Le système sert de source d'information pour la Banque de données sur l'équité en emploi, Statistique Canada, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires ; Système Versements/Retenes ; Système de rapports sur les congés ; Système de traitement de la fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion des Systèmes

informatisés statistiques (CFF PCE 761) que détient la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers informatisés : les dossiers n'ont aucune valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : Tous les documents à l'exception de ceux portant sur les négociations sont conservés pendant 10 ans et puis détruits. Les documents sur les négociations sont conservés pendant 10 ans et

transférés aux Archives nationales du Canada. **No. ADD :** 93/031 et 94/011 **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 005054 **Numéro de fichier :** SCT PCE 717

Système de rémunération du personnel de direction

Description : Le système renferme des données à jour pour tous les membres du groupe de la direction qui travaillent dans les ministères appartenant à l'Annexe 1, Partie 1 de la LRTFP. **But :** Le fichier de renseignements sert à mettre au point des régimes d'avantages sociaux pour les membres du groupe de la direction et des initiatives liées à la politique sur les ressources humaines ainsi qu'à contrôler si les ministères se conforment aux politiques. Le fichier de renseignements sert à analyser les changements que l'on propose d'apporter aux régimes d'avantages sociaux. Les propositions sont élaborées en consultation avec le Bureau du Conseil privé. Des données globales sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. **Normes de conservation et de destruction :** Dossiers

informatisés : Le système est désuet et les dossiers électroniques n'ont pas été acheminés aux Archives nationales depuis 1995. Dossiers textuels et électroniques : les documents sont conservés pendant 10 ans et transférés aux Archives nationales du Canada. **No. ADD :** 93/031 **Enregistrement (SCT) :** 005052 **Numéro de fichier :** SCT PCE 730

Système de suivi des griefs de classification

Description : Ce fichier peut contenir de l'information sur tous les aspects des griefs, portant sur la classification des postes déposés par les employés conformément à la politique sur les griefs de sa cote, son numéro et le numéro du poste du superviseur, le nom de l'employé et son code d'identification de dossier personnel, les délibérations et la recommandation du comité. Le système est lié au Système d'information sur les postes et la classification (SIPC). **Catégorie de personnes :** Tous les employés fédéraux dont le Conseil du Trésor est considéré comme l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique et qui ont présenté des griefs de classification. **But :** Ce fichier sert à conserver des documents relatifs à tous les griefs de classification, à la fois ceux pour lesquels les ministères ont la délégation de pouvoir, de même que ceux pour lesquels ils n'en ont pas. **Usages compatibles :** L'information sert à administrer l'application de la politique des griefs de classification et à fournir des données statistiques et des données générales aux ministères. L'information sert à la recherche de précédents, de même que de moyen de vérification afin de s'assurer que le caractère final et irrévocable des décisions de griefs de classification serait respecté.

Normes de conservation et de destruction : Les documents sont conservés pendant une période de 10 ans, puis détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés. **No. ADD :** 93/031 **Renvoi au dossier # :** SCT DPP 415 **Enregistrement (SCT) :** 001134

Numéro de fichier : SCT PCE 707

Système de surveillance du réaménagement des effectifs (SSRE)

Description : Ce système contient les renseignements relatifs aux indemnités d'exécutoire visant tous les fonctionnaires fédéraux, selon les dispositions énoncées à la section "Catégorie de personnes" sous-mentionné. Cette banque renferme des renseignements provenant de données fournies à trois autres systèmes, soit le Système de rémunération (ASC), le Système d'administration des priorités (CFF) et le Système d'information des titulaires (SCT). **Catégorie de personnes :** Tous les employés, y compris des hauts fonctionnaires qui sont embauchés par le Conseil du Trésor en vertu de la partie 1 de l'annexe 1 de la LRTFP ; qui sont visés par la politique de réaménagement des effectifs (MCP, Volume 4, chapitre

l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Les **Normes de conservation et de destruction** : Les dossiers informatisés : les dossiers n'ont pas de valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : Les documents sont conservés pour une période de 10 ans et ensuite détruits. **No. ADD :** 93/031 et 94/011 **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 005058 **Numéro de fichier :** SCT PCE 718

Système de rapports sur les services supplémentaires

Description : Ce fichier renferme le dossier de l'utilisation du surtemps et des services supplémentaires de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, le traitement, la classification, et les heures de travail de l'employé, ainsi que la fréquence et le type de services supplémentaires. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. **But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique, ainsi que pour les demandes de renseignements relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels.

Compatibles : Ce système peut servir de source d'information pour la Banque de données sur l'équité en emploi, la Commission de la fonction publique, en emploi, la Commission de la fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires ; Système de versements/Retenues ; Système de rapports sur les services supplémentaires ; Fichier d'information sur la mobilité des employés ; Système sur les congés sans solde ; Système de d'information sur les postes et la classification ; Système de traitement de la fonction publique, Système sur les avantages sociaux à

électroniques : les documents sont conservés pendant 10 ans et ensuite détruits. **No. ADD :** 94/011 **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 005051 **Numéro de fichier :** SCT PCE 714

Système de rapports sur les congés

Description : Ce fichier renferme le dossier des congés de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le code d'identification de dossier personnel, le nom, le traitement, l'âge, la classification et les heures de travail de l'employé, ainsi que la fréquence et la durée des divers congés. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. **But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les congés pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels.

Compatibles : Ce système peut servir de source d'information pour la Banque de données sur l'équité en emploi, la Commission de la fonction publique, en emploi, la Commission de la fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires ; Système de versements/Retenues ; Système de rapports sur les services supplémentaires ; Fichier d'information sur la mobilité des employés ; Système sur les congés sans solde ; Système de d'information sur les postes et la classification ; Système de traitement de la fonction publique, Système sur les avantages sociaux à

Système d'information sur la classification des

postes du groupe de la direction

Description : Ce fichier contient les renseignements relatifs à la classification de chacun des postes du groupe de la direction dans la Fonction publique.

Catégorie de personnes : Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique). **But :** Aux fins de surveillance, d'analyse et d'autres activités liées à l'organisation des ministères et au processus de classification des postes du groupe de la direction.

Usages compatibles : Sert aussi pour la recherche et à des fins statistiques. **Normes de conservation et de destruction :** Dossiers informatisés : transférés annuellement aux Archives nationales du Canada. Dossiers textuels et électroniques : les documents sont conservés pendant 10 ans et transférés aux Archives nationales du Canada. **No. ADD :** 93/031

Enregistrement (SCT) : 005053 **Numéro de fichier :** SCT PCE 736

Système d'information sur les langues officielles (SILO II)

Description : Le SILO II est un fichier central contenant des renseignements sur les ressources

nécessaires aux institutions pour leur permettre de s'acquitter de leurs obligations en matière de langues officielles. Le fichier peut contenir les noms des employés et des renseignements notamment sur la catégorie d'emploi, la première langue officielle, les exigences de communication relativement au service au public, les services internes et la surveillance. Source des données : les données proviennent des institutions soit au moyen d'un rapport sommaire en complétant 5 formulaires ou encore en soumettant un fichier électronique des données sur une base annuelle.

Catégorie de personnes : Tous les employés des institutions fédérales et des organismes privés assujettis à la Loi sur les langues officielles à l'exception des employés de la Fonction publique (Annexe 1 Partie 1 de la Loi sur les relations de travail dans la Fonction publique) nommés pour une période indéterminée ou une période déterminée de plus de trois mois. **But :** En vertu de la Loi sur les langues officielles de 1988, le président du Conseil du Trésor doit présenter un rapport annuel au Parlement sur la situation des programmes de langues officielles dans ces institutions.

Normes de conservation et de destruction : Les dossiers informatisés : les dossiers sont transférés annuellement aux Archives nationales du Canada. Dossiers textuels et électroniques : La période de conservation des documents est à déterminer. **No. ADD :** 94/004 **Enregistrement (SCT) :** 005061 **Numéro de fichier :** SCT PCE 703

Système d'information sur l'exclusion (EXCL)

Description : Ce fichier renferme tous les dossiers d'exclusions d'employés de l'administration fédérale. Le dossier de l'emploi réentame des renseignements

personnels tels que le sexe, le nom et la classification de l'employé, ainsi que les dates de nomination. On y retrouve également les raisons de l'exclusion.

Catégorie de personnes : Tous les employés qui ont été exclus dans le passé ou qui le sont actuellement et dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. **But :** Les informations d'intérêt pour les activités de gestion du personnel sont recueillies en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur l'exclusion pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la surveillance du processus d'exclusion, ainsi qu'à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, la désignation des employés, l'analyse de la rémunération, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels.

Usages compatibles :

Ce système peut servir de source d'information pour les agents négociateurs de la Fonction publique, la Banque de données sur l'équité en emploi, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires ; Système Versements/Retenues ; Système de rapports sur les congés ; Système de rapports sur les services supplémentaires ; Fichier d'information sur la mobilité des employés ; Système sur les congés sans solde ; Système de traitement de la Fonction publique, Système de rémunération des membres de la gestion et le superviseur et de la catégorie de la gestion et le Système d'information sur les postes et la classification. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les données informatisées : les dossiers n'ont aucune valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et

données globales sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système Versements/Retenues ; Système de rapports sur les congés ; Fichier d'information sur la mobilité des employés ; Système sur les congés sans solde ; Système d'information sur la formation et le perfectionnement ; Système d'information sur les postes et la classification ; Système de traitement de la Fonction publique, Système de rémunération des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers informatisés sont transférés aux Archives nationales du Canada à chaque année pour être gardés. Dossiers textuels et électroniques : Les documents sont conservés pendant 10 ans et sont généralement transférés aux Archives nationales du Canada. **No. ADD :** 93/031 et 94/011 **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 002316 **Numéro de fichier :** SCT PCE 723

Système d'information sur la classification des postes
Description : Ce fichier renferme le dossier de classification du poste de chaque employé de l'administration fédérale et peut contenir de l'information sur les numéros de poste. Le système sert avant tout à appuyer l'élaboration et l'administration du système de classification et du Programme des langues officielles. La fiche de poste comporte le code d'identification du dossier personnel (CJDP). On y retrouve également des données sur la classification du poste, le Système d'information sur les langues officielles (SILLO) et le Système de collecte de données sur les postes (SCDP). **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. **But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la classification des postes pour les utilisateurs du Secrétariat du Conseil du Trésor

et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration du système de classification. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Les résultats des activités de surveillance des politiques relatives au personnel peuvent être acheminés aux ministères pour être révisés et corrigés, s'il y a lieu. **Usages compatibles :** Ce système peut servir de source d'information pour la Banque de données sur l'équité en emploi, la Commission de la fonction publique, les agents négociateurs de la fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système Versements/Retenues ; Système de rapports sur les services supplémentaires ; Fichier d'information sur la mobilité des employés ; Système d'information sur la formation et le perfectionnement ; Système d'information sur la formation et le perfectionnement ; Système de traitement de la fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion, le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la fonction publique et les systèmes ministériels d'information sur les ressources humaines. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers informatisés : Une entente sera conclue pour le transfert des dossiers annuels des données des SIPC aux Archives nationales du Canada. Les données du Système d'information sur les langues officielles (SILLO) et du Systèmes d'information sur les postes et les classifications (SIPC) ont été transférées aux Archives Nationales du Canada jusqu'en 1995 quand il est devenu partie du SIPC. Données informatisées : Les dossiers textuels et électroniques pour SILLO et SIPC n'existent pas. Les dossiers textuels et électroniques pour SIPC sont conservés pendant 10 ans et sont transférés aux Archives nationales du Canada. **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 002318 **Numéro de fichier :** SCT PCE 725

professionnels, le statut d'employé actuel, le curriculum vitae, une évaluation des compétences et le résultat des présentations. **Catégorie de personnes :** Les employés de la fonction publique fédérale (y compris les employeurs distincts et les sociétés de la couronne) en finance, vérification interne, évaluation de programmes et en ressources humaines qui ont présenté une demande d'affectation interministérielle. **But :** Ce fichier maintient un répertoire d'employés qui sont intéressés par une affectation dans le but de les référer aux ministères qui cherchent à combler des affectations. **Usages compatibles :** Le fichier est utilisé pour identifier les employés en vue de les référer pour une affectation. Il sert également à des fins statistiques et à la planification des ressources humaines. **Normes de conservation et de destruction :** La période de conservation reste à déterminer. **Enregistrement (SCT) :** 002870 **Numéro de fichier :** SCT PCE 740

Système d'examen des normes de classification
Description : Ce système renferme des données actuelles et proposées portant sur la classification des postes à l'intérieur de groupes professionnels précis à l'étude. Ces données ne visent que les postes vacants à l'intérieur de groupes précis. En vertu de la Partie 1 de l'Annexe 1 de la LRTFP, les ministères fournissant indirectement des données par l'intermédiaire du Système d'information sur les postes et la classification (SIPC) et remettent directement des données proposées sur la classification. Les postes occupés sont confirmés par voie d'appariement au moyen du Système d'information des titulaires. Le code d'identification de dossier personnel est attribué à chaque fonctionnaire fédéral. **Catégorie de personnes :** Les particuliers occupant des postes à l'intérieur des groupes professionnels à l'étude. **But :** La banque de données sert à élaborer et à analyser les changements apportés à des normes de classification précises soumises à un examen et à formuler des recommandations au Conseil du Trésor. **Usages compatibles :** La banque de données est utilisée pour mesurer l'incidence des révisions apportées aux normes précises à l'étude. Une fois les recommandations élaborées, les changements proposés sont partagés avec la Direction des relations de travail. La banque de données n'est pas partagée avec un organisme à l'extérieur de la fonction publique fédérale. Sous réserve de l'approbation du Conseil du Trésor, les ministères sont priés de mettre en œuvre la nouvelle norme, à partir de la classification proposée par chaque ministère. **Normes de conservation et de destruction :** Données informatiques : les dossiers n'ont pas de valeur historique et peuvent être détruits au moment où les besoins opérationnels ont été comblés. Dossiers textuels et électroniques : ces fichiers textuels et électroniques n'existent pas. **No. ADD :** 93/031 **Enregistrement (SCT) :** 005049 **Numéro de fichier :** SCT PCE 733

Système d'information des titulaires
Description : Ce fichier renferme les dossiers sur les questions d'intérêt pour la gestion du personnel de tous les employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, le traitement, les dates de nomination, la classification, et le numéro de pension de retraite de l'employé, ainsi que le nombre d'années de service continu et le nombre d'années de service ouvrant droit à pension. On y retrouve également des renseignements concernant la négociation collective, les postes exclus, les agents négociateurs et les langues. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. **But :** La cuedette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les titulaires pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système sert de source d'information pour la Banque de données sur l'équité en emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, ainsi que relations de travail dans la Fonction publique, ainsi que d'autres ministères et organismes fédéraux. Des

Ressourcement des sous-ministres adjoints –

Mutation du bassin

Description : Ce fichier peut contenir des autorisations sécuritaires, les résultats de tests linguistiques, des lettres de demande d'emploi, des notes de service, des lettres d'offre, des lettres d'acceptation, le formulaire d'information sur les langues officielles, des descriptions de travail, des énoncés de qualités, des rapports sur les candidats/candidates, des évaluations tous azimuts, les résultats de vérifications des références et la liste des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer l'action de mutation pertinente. **Catégorie de personnes :**

But : Ce fichier permet de conserver et de fournir des renseignements au sujet de renouvellement pour des postes de Sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique. **Usages compatibles :** Ce fichier sert à fournir des renseignements sur la sélection et les nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique. **Normes de**

Enregistrement (SCT) : 004469 **Numéro de**
fichier : RL PCE 725

Ressourcement des sous-ministres adjoints – Sans

compétition

Description : Ce fichier peut contenir des autorisations sécuritaires, les résultats de tests linguistiques, des lettres de demande d'emploi, des notes de service, des lettres d'offre, des lettres d'acceptation, le formulaire d'information sur les langues officielles, des descriptions de travail, des énoncés de qualités, des rapports sur les candidats/candidates, des évaluations tous azimuts, les résultats de vérifications des références et la liste des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le numéro de référence pertinent (c.-à-d. le numéro du concours sans compétition). **Catégorie de personnes :**

But : Ce fichier permet de conserver et de fournir des renseignements au sujet de renouvellement pour des postes de Sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique. **Usages compatibles :** Ce fichier sert à fournir des renseignements sur la sélection et les nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique. **Normes de**

Enregistrement (SCT) : 004470 **Numéro du**
fichier : RL PCE 730

Service de courtage (programme d'affectations)

Description : Ce fichier contient des renseignements tels que le nom, l'adresse, le numéro de téléphone, la classification, le ministère, la langue, les antécédents

sécuritaire, les résultats de tests linguistiques, des notes

de service à la Commission de la fonction publique

(rapport du comité de sélection), des lettres d'offre, des lettres d'acceptation, des lettres aux candidats/candidates non retenue(s), le formulaire d'information sur les langues officielles, des descriptions de travail, des demandes de

dotation sans délégation, des profils de poste, des énoncés de qualités, des formulaires de demande d'emploi, les résultats de vérifications des références, des rapports sur le rendement antérieur et des listes des

candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le

numéro de référence pertinent (c.-à-d. le numéro du concours). **Catégorie de personnes :** Personnes

incluses dans un concours de Sous-ministres adjoints administrés par le Réseau du leadership au nom de la

Commission de la fonction publique. **But :** Ce fichier sert à conserver et à fournir les renseignements reliés aux

concours de Sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la

fonction publique. **Usages compatibles :** Ce fichier est utilisé pour fournir des renseignements au sujet de la

sélection et des nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la

fonction publique. **Normes de conservation et de**

Enregistrement (SCT) :

Numéro de fichier : RL PCE 710

Ressourcement des sous-ministres adjoints –

Concours ouvert

Description : Ce fichier peut contenir l'autorisation

sécuritaire, les résultats de tests linguistiques, des notes de service à la Commission de la fonction publique

(rapport du comité de sélection), des lettres d'offre, des lettres d'acceptation, des lettres aux candidats/candidates non retenue(s), le formulaire d'information sur les langues

officielles, des descriptions de travail, des demandes de dotation sans délégation, des profils de poste, des

énoncés de qualités, des formulaires de demande d'emploi, les résultats de vérifications des références, des

rapports sur le rendement antérieur et des listes des candidatures retenues. Les personnes qui souhaitent avoir

accès à ces renseignements sont tenues d'indiquer le numéro de référence pertinent (c.-à-d. le numéro du

concours). **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires. **But :** Ce fichier sert à conserver et à

fournir l'information relative aux concours de sous-ministres adjoints administrés par le Réseau du leadership

au nom de la Commission de la fonction publique. **Usages compatibles :** Ce fichier est utilisé pour fournir

des renseignements au sujet de la sélection et des nominations de SMA administrées par le Réseau du

leadership et fait par la Commission de la fonction publique. **Normes de conservation et de**

Enregistrement (SCT) :

Numéro de fichier : RL PCE 715

Réseau du leadership au nom de la Commission de la fonction publique. **Usages compatibles :** Ce fichier sert à fournir des renseignements sur la sélection et les nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique. **Normes de conservation et de destruction :** À déterminer. **Enregistrement (SCT) :** 004388 **Numéro de fichier :** RL PCE 705

Prix d'excellence de la communauté de l'accès à l'information et de la protection des renseignements personnels (AIPRP)
Description : Ce fichier contient des renseignements sur les personnes qui font ou qui ont fait partie, au gouvernement fédéral, de la communauté de l'accès à l'information et de la protection des renseignements personnels (AIPRP) et dont la candidature a été proposée pour l'attribution d'un prix d'excellence de la communauté AIPRP. Les renseignements peuvent comprendre le curriculum vitae, la justification de la contribution méritoire liée aux fonctions ou aux réalisations du candidat, conformément aux critères d'attribution des prix d'excellence de la communauté AIPRP. **Catégorie de personnes :** Tous les employés passés et actuels de la communauté AIPRP ou toute autre personne mise en candidature pour l'attribution d'un prix d'excellence de la communauté AIPRP. **But :** Le fichier a pour but de tenir un registre de toutes les personnes mises en candidature et/ou sélectionnées pour l'attribution d'un prix d'excellence de la communauté AIPRP. **Usages compatibles :** L'information contenue dans ce fichier sert à établir des précédents en rapport avec les prix d'excellence de la communauté AIPRP, et à fournir une piste de vérification pour le processus de sélection. **Normes de conservation et de destruction :** Les dossiers de mise en candidature seront conservés pour un minimum de cinq ans après la prise de la décision relative à l'attribution des prix. Le dossier concernant le bénéficiaire d'un prix (y compris son dossier de mise en candidature) sera conservé pour un minimum de dix ans après la prise de la décision relative à l'attribution du prix. **Enregistrement (SCT) :** 005082 **Numéro de fichier :** SCT PCE 741

Prolongation du délai pour présenter un grief
Description : Ce fichier contient les décisions de la Commission des relations de travail dans la Fonction publique et des renseignements sur les employés demandant une prorogation du délai pour présenter leurs griefs. Il peut contenir le nom des employés. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont demandé une prorogation du délai pour présenter leurs griefs. **But :** Ce fichier a pour objet de tenir un registre des employés qui ont demandé une prorogation du délai pour présenter leurs griefs. **Usages compatibles :** Ce fichier sert à fournir de l'information

Générale pour des recherches et aux fins de référence. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 10 ans et puis détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés. **No. ADD :** 94/011 **Renvoi au dossier # :** SCT DRT 440, 470 **Enregistrement (SCT) :** 001744 **Numéro de fichier :** SCT PCE 721

Régimes de pensions spéciaux
Description : Ce fichier renferme des renseignements minimaux sur la nomination à un poste, le traitement, la durée de service aux termes du régime ainsi que des statistiques indispensables sur les adhérents aux régimes et leurs suivants. **Catégorie de personnes :** Les personnes assujetties à la Loi sur le gouverneur général, à la Loi sur la pension de retraite des lieutenants-gouverneurs, les employés engagés par le gouvernement hors du Canada, certains hauts fonctionnaires et certains Députés. **But :** Ce fichier sert à autoriser le versement des prestations de retraite aux membres du régime et à leurs survivants. Les renseignements sont recueillis à la demande du Conseil du Trésor pour l'administration des lois sur la pension normées à la section "Catégorie de personnes" ci-dessus. **Usages compatibles :** Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour établir des documents statistiques et des feuilles d'information pour des systèmes connexes, et pour élaborer et évaluer les politiques du gouvernement sur les pensions. Ce système peut servir de source d'information ou de liaison entre les fichiers suivants : le Système d'information des titulaires, le fichier des Systèmes informatisés statistiques (CSP PCE 761) de la Commission de la Fonction publique, la Base de données du système des pensionnés aux termes de la Loi sur la pension de la Fonction publique (ASC PCE 701) et le Chemises cartonnées sur les pensions de retraite (ASC PCE 702) de Travaux publics et Services gouvernementaux Canada, le Dossier des pensions (MDN PPE 859) de la Défense nationale, et les Dossiers de service des membres de la GRC (GRC PPE 802) de la Gendarmerie royale du Canada. Toutes les liaisons concernant les ressources humaines et les régimes de pension sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les documents n'ayant aucune valeur historique sont conservés pendant 75 ans et sont ensuite détruits. Les documents historiques sont transférés aux Archives nationales du Canada après 25 ans. **No. ADD :** 93/031 **Enregistrement (SCT) :** 005064 **Numéro de fichier :** SCT PCE 734

Ressourcement des sous-ministres adjoints – Concours restreint
Description : Ce fichier peut contenir l'autorisation

Défense nationale, les Dossiers de service des membres de la GRC (GRC PPE 802) de la Gendarmerie royale du Canada. Toutes les liaisons concernant les ressources humaines et les régimes de pension sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers qui n'ont aucune valeur historique sont conservés pendant 75 ans et puis détruits. Les dossiers jugés historiques sont transférés aux Archives nationales du Canada après 25 ans. **No. ADD** : 93/031 **Renvoi au dossier #** : SCT DPP 380 **Enregistrement (SCT)** : 005062 **Numéro de fichier** : SCT PCE 729

Plaintes des agents négociateurs
Description : Ce fichier contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique et les représentations des agents négociateurs et des plaignants, et peut contenir les noms des plaignants. **Catégorie de personnes** : Tous les employés de la Fonction publique (annexe 1 de la Loi sur les relations de travail dans la Fonction publique) au nom desquels les agents négociateurs ont présenté des plaintes, ou qui en ont eux-mêmes présentées. **But** : Ce fichier a pour objet de tenir des dossiers sur les plaintes présentées par les agents négociateurs, au nom d'individus, conformément à la Loi sur les relations de travail dans la Fonction publique. **Usages compatibles** : Il sert à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant dix ans après quoi ils sont détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés. **Numéro ADD** : 94/011 **Renvoi au dossier #** : SCT DRT 470 **Enregistrement (SCT)** : 001961 **Numéro de fichier** : SCT PCE 711

Présentations au Conseil du Trésor
Description : Ce fichier peut contenir des renseignements personnels utilisés à des fins administratives et tirés des présentations au Conseil du Trésor faites par les ministères et organismes en vue d'obtenir des autorisations en matière d'administration de personnel ou autres, que le Conseil du Trésor est habilité à accorder. Ce fichier a pour but d'enregistrer et de tenir à jour les présentations au Conseil du Trésor faites par les ministères et les organismes au sujet des employés anciens et actuels des institutions fédérales. Ces renseignements se rattachent aux employés de la Fonction publique et, dans les cas des pensions de retraite, aux personnes à charge et aux survivants. Les renseignements sont utilisés pour présenter au Conseil du Trésor des situations qui, en vertu des lois canadiennes ou de directives spécifiques, nécessitent son intervention. **Catégorie de personnes** : Ces renseignements concernent les employés de la fonction publique et, dans les affaires ayant trait aux pensions, leurs personnes à charge et leur conjoint survivant.

But : Le fichier a pour objet de consigner et de conserver les présentations soumises au Conseil du Trésor par les ministères et organismes au sujet des employés actuels et antérieurs d'une institution gouvernementale. **Normes de conservation et de destruction** : Les normes de conservation et de destruction seront confirmées sous peu. **Note** : Les renseignements recueillis dans ce fichier seront transférés au numéro de fichier du système d'information sur la classification du groupe de la direction : SCT PCE 736. **Enregistrement (SCT)** : 003562 **Numéro de fichier** : SCT PCE 701

Primes d'encouragement
Description : Ce fichier peut contenir de l'information sur les fonctionnaires qui ont été nommés pour des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral et la nouvelle politique de primes du gouvernement fédéral. **But** : Ce fichier a pour objet d'identifier les fonctionnaires qui ont mérité des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral. **Usages compatibles** : Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés. **Normes de conservation et de destruction** : Les dossiers informatisés : deux ans. Dossiers textuels et électroniques : La plupart des documents sont conservés pendant 10 ans et puis détruits. **No. ADD** : 93/031 **Renvoi au dossier #** : TBS APB 110

Enregistrement (SCT) : 005056 **Numéro de fichier** : SCT PCE 702

Processus de promotion de EX-04 à EX-05
Description : Ce fichier peut contenir des autorisations sécuritaires, les résultats de tests linguistiques, des lettres de demande d'emploi, des notes de service, des lettres d'offre, des lettres d'acceptation, le formulaire d'information sur les langues officielles, des descriptions de travail, des énoncés de qualités, des rapports sur les candidats/candidates, des rapports sur les antécédents et des évaluations tous azimuts, les résultats de vérifications des références et la liste des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le numéro de référence pertinent (c.-à-d. le numéro du concours). **Catégorie de personnes** : Fonctionnaires. **But** : Ce fichier permet de conserver et de fournir des renseignements au sujet de renouvellement pour des postes de Sous-ministres adjoints administrés par le

CNM (article 7 – Règlement des griefs), les erreurs présumées d'interprétation et d'application des politiques, des directives ou des règlements qui ont fait l'objet de consultations au sein du CNM et ont été adoptés par celui-ci. Les agents du Secrétariat du Conseil du Trésor se servent de ces renseignements pour formuler la position de l'employeur en réponse aux griefs déposés au CNM par les employés. **Usages compatibles** : Ce fichier est aussi utilisé aux fins de recherche interne visant à établir des comparaisons entre les cas antérieurs et les cas actuels en vue de déterminer s'il existe un précédent. **Normes de conservation et de destruction** : Les dossiers informatisés : Les documents sont conservés pour une période de 10 ans et ensuite transférés aux Archives nationales du Canada pour être gardés. **No. ADD** : 94/011 **Renvoi au dossier #** : SCT DPP 450 **Enregistrement (SCT)** : 002569 **Numéro de fichier** : SCT PCE 735

Module informatisé sur la formation linguistique
Description : Le MIFL est un fichier central qui contient des renseignements relatifs à la formation linguistique donnée aux fonctionnaires aux frais de l'État. Le fichier contient notamment des données sur les niveaux de compétences visés par la formation, les heures de formation utilisées et le genre de formation. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. Source des données : Les ministères et organismes sont chargés de mettre à jour le MIFL au moyen de la formule FIFL-A8. Il y a interaction entre le Système de formation linguistique (SFL) de la Commission de la Fonction publique et le MIFL pour la formation reliée aux besoins statutaires et aux besoins généraux de l'ensemble de l'administration publique. La formation liée à d'autres besoins est rapportée au MIFL par les ministères et organismes. Il y a également interaction entre le Système d'information sur les langues officielles (SILCO) et le MIFL du Secrétariat du Conseil du Trésor. **Catégorie de personnes** : Ces renseignements portent sur les fonctionnaires anciennement et actuellement employés par les ministères et organismes énumérés à l'annexe 1 de la Loi sur les relations de travail dans la Fonction publique et, à partir d'avril 1990, aux employés des organismes énumérés à l'annexe 1, partie II de la Loi sur les relations de travail. **But** : Ce fichier a pour objet de fournir des renseignements exacts, à jour et fiables, afin d'appuyer le gouvernement, les organismes centraux, les ministères et organismes dans la mise en œuvre et le contrôle de la partie du Programme des langues officielles qui concerne la formation linguistique offerte aux fonctionnaires. **Usages compatibles** : Les renseignements sont utilisés tant par les ministères visés que par les organismes centraux à des fins de référence, de recherche et de compilation de

statistiques pour exercer un contrôle sur la partie du Programme des langues officielles reliée à la formation linguistique offerte aux fonctionnaires. Toutes les liaisons effectuées avec le SFL et le SILCO sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers informatisés : Ces dossiers n'ont pas de valeur historique. Les fichiers produits au trimestre sont conservés pendant une période de 25 ans. Dossiers textuels et électroniques : Les documents généraux sont conservés pour une période de 10 ans et transférés aux Archives nationales du Canada après 10 ans, et ensuite détruite. Les informations du MIFL sont disponibles jusqu'au 31 mars 1996, date à laquelle le système a été éliminé. **No. ADD** : 94/004 **Enregistrement (SCT)** : 005057 **Numéro de fichier** : SCT PCE 704

Pension de la Fonction publique – cas
Description : Ce fichier renferme des renseignements qui servent à prendre des décisions dans des cas particuliers de pension lorsqu'il n'y a pas de précédent, ou dans les cas où le Conseil du Trésor avait anciennement le pouvoir d'entendre les appels. Les renseignements se rapportent à des situations précises et ne contiennent que des données personnelles minimales. Les données relatives à l'emploi sont aussi minimales et se rapportent seulement à des aspects particuliers de la situation en ce qui concerne la pension de l'individu. **Catégorie de personnes** : Les personnes qui sont assujetties à la Loi sur la pension de la Fonction publique, à la Loi sur la pension de retraite de la Gendarmerie royale du Canada, à la Loi sur la continuation des pensions de la Gendarmerie royale du Canada, à la Loi sur la pension de retraite des Forces canadiennes et à la Loi sur la continuation de la pension des services de défense. **But** : Ces renseignements sont compilés à la demande du Conseil du Trésor pour l'administration des lois sur les pensions afin d'avoir des renseignements sur les circonstances qui ont mené aux décisions prises dans chaque cas de pension pour assurer une application uniforme de la loi. **Usages compatibles** : Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour mener des recherches statistiques, développer des modifications aux lois sur la pension ainsi que pour planifier, mettre en œuvre et évaluer les politiques du gouvernement sur la pension. Ce fichier peut servir de source d'information ou de liaison entre les fichiers suivants : Système d'information sur les titulaires, le fichier des systèmes informatisés statistiques (CFP PCE 761) de la Commission de la fonction publique, la Base de données du système des pensionnés aux termes de la Loi sur la pension de la fonction publique (ASC PCE 701), les chemises cartonnées sur les pensions de retraite (ASC PCE 702) de Travaux publics et Services gouvernementaux Canada, le Dossier des pensions (MDN PPE 859) de la

raisons des déplacements et les dates d'entrée en vigueur. **Catégorie de personnes** : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite Loi. **But** : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (apparaissant la Loi sur la gestion des finances publiques), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la mobilité de la main œuvre pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles** : Ce système sert de source d'information pour la Banque de données sur l'équité en emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires ; Système Versements/Retenues ; Système de rapports sur les services supplémentaires ; Système de rapports sur les congés ; Système d'information sur la formation et le perfectionnement ; Système d'information sur les postes et la classification (SIPC) ; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le Fichier des Systèmes informatisés statistiques (CSP) PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des

renseignements personnels. **Normes de conservation et de destruction** : Les dossiers informatisés : les données sont transférées annuellement aux Archives nationales du Canada. Dossiers textuels et électroniques Les documents sont conservés pendant 10 ans et transférés aux Archives nationales du Canada. **No. ADD** : 93/031 et 94/011 **Renvoi au dossier #** : SCT DRT 510 **Enregistrement (SCT)** : 005060 **Numéro de fichier** : SCT PCE 724

Griets

Description : Ce fichier contient des renseignements sur les griets soumis à l'arbitrage mais retiré par les employés qui les ont présentés et peut contenir les noms des plaignants. **Catégorie de personnes** : Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griets à l'arbitrage. **But** : Ce fichier a pour objet de tenir un registre des griets soumis à l'arbitrage qui ont été retirés qu'ils aient été réglés ou non, et qui, par conséquent, n'ont pas nécessité de décision d'arbitrage. **Usages compatibles** : Les renseignements servent à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant 10 ans et puis détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés. **No. ADD** : 94/011 **Renvoi au dossier #** : SCT DRT 470 **Enregistrement (SCT)** : 005055 **Numéro de fichier** : SCT PCE 712

Griets du Conseil national mixte

Description : Ce fichier renferme des renseignements sur les griets présentés au dernier palier de la procédure de recours du Conseil national mixte. Les dossiers comprennent habituellement des formules de griets sur lesquelles figurent le nom, l'adresse, le numéro de téléphone, la classification du poste, le nom du Ministère et le lieu de travail du plaignant, ainsi que les réponses obtenues aux autres paliers et des renseignements de base sur chaque cas. Ces renseignements varieront en fonction de l'objet du griet mais pourront porter sur les itinéraires de voyage et de réinstallation et sur les demandes de remboursement de frais, les activités liées à la recherche d'un emploi et leur résultat et, dans des cas exceptionnels, sur l'état de santé du plaignant. **Catégorie de personnes** : Les employés des ministères et organismes fédéraux enrôlés aux parties I et II de l'annexe I de la Loi sur les relations de travail dans la Fonction publique (lorsque l'employeur et l'agent négociateur font partie du CNM) qui ont présenté leurs griets au dernier palier, soit le Comité d'administration du CNM. **But** : Les renseignements contenus dans ce fichier sont recueillis principalement auprès du Secrétaire général du CNM et servent à résoudre, conformément aux règlements du

planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. La banque est utilisée pour répondre aux demandes spéciales d'information et pour effectuer des recherches, des études spéciales et des sondages relativement aux demandes de renseignements personnels touchant la vie privée et l'accès à l'information. **Normes de conservation et de destruction :** Données informatiques : les fichiers maîtres pour un exercice financier sont transférés annuellement aux Archives nationales du Canada. Dossiers textuels et électroniques : les documents sont conservés pendant une période de 10 ans et ensuite détruits. **No. ADD :** 93/031 et 94/004

Enregistrement (SCT) : 003560 **Numéro de fichier :** SCT PCE 706

Base de données des sous-ministres adjoints
Description : Ce fichier contient des renseignements exhaustifs et à jour concernant les sous-ministres adjoints. Il constitue également une source d'information préliminaire exacte et opportune sur les SMA et facilite le perfectionnement des compétences et la rotation des SMA et peut contenir de l'information de base, antécédents professionnels, qualifications professionnelles et études, intérêts professionnels, expérience de la gestion, résultats linguistiques, résultats des vérifications de sécurité. **Catégorie de personnes :** Sous-ministres adjoints et participants à des programmes d'échanges. **But :** L'objet est d'appuyer le système de gestion collective des SMA et d'effectuer des études démographiques et d'autres analyses de la population des SMA. **Usages compatibles :** Ce fichier est utilisé pour appuyer la gestion collective des SMA. **Normes de conservation et de destruction :** À déterminer. **Enregistrement (SCT) :** 004391 **Numéro de fichier :** RL PCE 720

Dossiers personnels des sous-ministres adjoints et des candidats/candidates qui ont réussi le processus de pré-qualification (PPQ)
Description : Ce fichier peut contenir des données personnelles de base, les compétences et l'expérience acquises, des renseignements de base, les qualifications professionnelles, des demandes d'emploi, des lettres d'offre, des lettres d'acceptation, des accusés de réception, des notes sur les présentations, des notes au dossier, des curriculum vitae, les aspirants professionnelles, l'expérience en gestion, les résultats linguistiques et les autorisations sécuritaires pour les SMA et les candidats/candidates qui ont réussi le PPQ. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires posant leur candidature à des postes du Groupe de la direction au niveau de sous-ministre adjoint et personnes cherchant à participer ou participant au Programme Échanges Canada ou au Programme des affectations internationales. **But :** L'objet est d'appuyer le système de gestion collective. **Usages compatibles :** Le fichier sert à appuyer la

carrière des SMA. **Normes de conservation et de destruction :** À déterminer. **Enregistrement (SCT) :** 004387 **Numéro de fichier :** RL PCE 700

Exemption à la politique de réinstallation – cas particuliers
Description : Ce fichier renferme la correspondance du ministre et du Ministère ; des documents de base ; des données relatives aux présentations soumises au Conseil du Trésor, des mémoires au président, des lettres de demandes individuelles d'exemption à la politique de réinstallation. **Catégorie de personnes :** Toute personne dont les frais de réinstallation sont partiellement ou entièrement payés par le gouvernement. **But :** Ce fichier sert à consigner les cas individuels dans lesquels une décision a été prise quant à la réinstallation. **Usages compatibles :** Ce fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique de réinstallation. **Normes de conservation et de destruction : Dossiers textuels et électroniques :** Les documents sont conservés pour une période de 10 ans et ensuite détruits. **No. ADD :** 93/031 **Renvoi au dossier # :** SCT DPP 360 **Enregistrement (SCT) :** 005063 **Numéro de fichier :** SCT PCE 727

Exemption à la politique concernant les voyages – cas particuliers
Description : Ce fichier contient de la correspondance du ministre et du Ministère ; de la documentation de base concernant les présentations au Conseil du Trésor ; des mémoires au président ; des lettres de décision et des notes d'analystes concernant des cas particuliers de demande d'exemption à la politique concernant les voyages. **Catégorie de personnes :** Toute personne cherchant à obtenir une indemnisation qui diffère des conditions prévues dans la politique concernant les voyages. **Usages compatibles :** Le fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique concernant les voyages. **Normes de conservation et de destruction :** Les normes de conservation pour les dossiers électroniques et les documents sont à de 10 ans et ensuite détruits. **No. ADD :** 91/009 **Renvoi au dossier # :** SCT DPP 360 **Enregistrement (SCT) :** 002570 **Numéro de fichier :** SCT PCE 726

Fichier d'information sur la mobilité des employés
Description : Ce fichier renferme le dossier de mobilité de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, les dates de nomination et la classification de l'employé. On y retrouve également les

Fonction publique, du point de vue de la répartition sur les plans régional et professionnel, de la mobilité, etc. Ces comparaisons sont effectuées de façon périodique en vue de déterminer la situation eue égard à l'équité en emploi dans la Fonction publique, et de déceler les secteurs susceptibles d'amélioration. S'il y a consentement des individus en question, l'information découlant de cette déclaration volontaire peut aussi être utilisée aux fins de la gestion des ressources humaines relativement aux obligations de l'employeur en vertu de la Loi sur l'équité en matière d'emploi. Une information à l'effet qu'un individu fait partie d'un groupe désigné peut être mise en corrélation, à l'aide du code d'identification de dossier personnel, avec les autres fichiers, notamment le fichier des titulaires, les autres fichiers appropriés du Système d'information sur la gestion du personnel (SIGP), le Système d'information sur les postes et la classification (SIPC), tous du Secrétariat du Conseil du Trésor, ainsi que des fichiers de statistiques sur les ressources humaines relevant de la Commission de la Fonction publique, tels le Fichier de statistiques trimestrielles, le Système de gestion de l'information sur les nominations et le Système d'administration des priorités. La banque renferme des données extraites du formulaire de déclaration volontaire du gouvernement canadien et des versions des ministères. En particulier, la Banque comporte le code d'identification de dossier personnel et des données indiquant qu'un individu fait partie d'un ou plusieurs groupes désignés minoritaires. La Banque fait l'objet d'une mise en corrélation au moyen du code d'identification de dossier personnel avec les fichiers susmentionnés ; on obtiendra ainsi les renseignements concernant l'âge, le sexe, le groupe professionnel, le sous-groupe et le niveau, le traitement, etc., de telle manière qu'on puisse produire des tableaux à l'appui de l'analyse décrite ci-dessus. La Banque acquiert des renseignements auprès d'autres fichiers renfermant des données sur la déclaration volontaire, tels les fichiers ordinaires ministériels sur l'équité en emploi (POE 918). Il permet d'effectuer l'exercice annuel de réconciliation avec ces fichiers ministériels. Les personnes qui veulent avoir accès à leur identification devraient soumettre une demande par écrit, y compris le code d'identification de dossier personnel. **Catégorie de personnes :** Tous les employés actuels dont le Conseil du Trésor est l'employeur en vertu de la partie 1 de l'annexe 1 de la Loi sur les relations de travail dans la Fonction publique. **But :** La cueillette des informations touchant la déclaration volontaire se fait en vertu des autorisations et obligations précisées dans la Loi sur l'équité en matière d'emploi. En vertu des pouvoirs généraux que lui confèrent la Loi sur l'administration des finances publiques et la Loi sur les relations de travail dans la Fonction publique, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique. Cette banque est la source principale de données de la main d'œuvre pour les utilisateurs du Secrétariat du Conseil du Trésor et elle sert à la

sur les griefs soumis à l'arbitrage et les décisions connexes de la Commission des relations de travail. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griefs à l'arbitrage. **But :** Ce fichier a pour objet de tenir un registre des décisions d'arbitrage avec les griefs connexes. **Usages compatibles :** Il sert également à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 10 ans après quoi ils sont détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés. **No. ADD :** 94/011 **Renvoi au dossier # :** SCT DRT 440 **Enregistrement (SCT) :** 001958 **Numéro de fichier :** SCT PCE 708

Arbitrage – Renvois en vertu des articles 98 et 99 (LRTFP)

Description : Ce fichier contient des renseignements sur les renvois effectués par l'employeur ou par l'agent négociateur en vertu de l'article 99, LRTFP, et les décisions de la CRTFP. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) au nom desquels les renvois ont été soumis. **But :** Ce fichier a pour but de maintenir un registre des dossiers sur les renvois effectués par l'employeur ou par les agents négociateurs conformément à la Loi sur les relations de travail dans la Fonction publique afin de faire exécuter une obligation qu'on prétend découler de la convention collective ou de la décision arbitrale. **Usages compatibles :** Il permet également de fournir de l'information générale pour des recherches. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 10 ans après quoi ils sont détruits. Certains échantillons sont transférés aux Archives nationales du Canada pour être conservés. **No. ADD :** 94/011 **Renvoi au dossier # :** SCT DRT 440 **Enregistrement (SCT) :** 001959 **Numéro de fichier :** SCT PCE 709

Banque de données sur l'équité en emploi (Auparavant «Système de contrôle des ressources humaines»)

Description : Cette banque contient de l'information sur les employés de la Fonction publique fédérale (population de la partie 1, annexe 1, LRTFP) qui ont déclaré être membres d'un ou plusieurs des groupes désignés minoritaires, soit les Autochtones, les personnes handicapées ou les membres de minorités visibles. Ces renseignements facilitent la comparaison entre leur degré de représentation dans la Fonction publique et leur importance numérique sur le marché du travail. La Banque sert également à analyser et à contrôler la situation et l'avancement des groupes désignés minoritaires, par rapport au reste de la

Secrétariat du Conseil du Trésor du Canada

Chapitre 133

Fichiers centraux

Accréditation

Description : Ce fichier a pour objet de tenir un registre précis de chaque unité de négociation et chaque accréditation, ré-accréditation et désaccréditation d'agent négociateur conformément à la Loi sur les relations de travail dans la Fonction publique. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique), à qui s'applique le processus de négociation collective. **But :** Ce fichier a pour objet de tenir un registre précis de chaque accréditation d'agent négociateur dans les limites des exigences de l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

la Fonction publique ainsi qu'un registre des positions exclus. Il contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique, les demandes des agents négociateurs, la position des intervenants, les listes des positions exclus, et les observations de l'employeur.

Usages compatibles : Ce fichier sert à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 10 ans après quoi ils sont détruits. **No. ADD :** 94/011 **Renvoi au dossier # :** SCT DRT 445 **Enregistrement (SCT) :** 001960

Numéro de fichier : SCT PCE 710

Arbitrage – Renvois en vertu de l'article 92 (LRTFP)

Description : Ce fichier contient des renseignements

fonctionnaires fédéraux actuels et éventuels, notamment, sur la surveillance et de maintien des facteurs d'hygiène du travail et du milieu, les examens médicaux avant affectation, les bilans de santé

périodiques, les évaluations de santé mentale, et les dossier de consultation. Les renseignements sont utilisés afin d'appuyer les évaluations de l'aptitude au travail, les décisions ou droits relatifs à la condition médicale, à la santé mentale, à l'emploi et à la pension. **Usages compatibles** : Les renseignements peuvent être utilisés à l'interne à des fins de gestion de programme, de recherche, de planification, d'évaluation, de statistiques et de vérification interne. On peut partager les interprétations des évaluations avec d'autres ministères fédéraux, à condition d'en avoir obtenu l'autorisation au préalable. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant 30 ans après la dernière entrée, puis détruits. Les dossiers qui ne contiennent pas d'évaluations de santé (exposition professionnelle, examen médical avant affectation, bilan de santé périodique, dossiers d'immunisation ou aptitude au travail) sont conservés pendant 10 ans, puis détruits. **No. ADD : 99/022 Enregistrement (SCT) : 005087**

Numéro de fichier : Scan PCE 701

Fichiers particuliers

Dossiers des exclusions pour des raisons confidentielles ou de gestion

Description : Les renseignements comprennent la date et le code d'exclusion, le niveau, le groupe, la direction générale et la division. **Catégorie de personnes** : Les dossiers de ce fichier touchent à tous les employés du ministère de la Santé nationale et du Bien-être social qui sont exclus de la négociation collective pour des raisons confidentielles ou de gestion. **But** : L'objet de ce fichier est d'enregistrer les données sur les employés exclus de la négociation collective. **Usages compatibles** : L'usage est compatible avec le but mentionné à la partie 5. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de 2 ans, après que l'information ait été remplacée ou soit devenue désuète, et sont détruits par la suite. **No. ADD : 86/001 Enregistrement (SCT) : 002900**

Numéro de fichier : Scan PPE 802

Dossiers des plaintes du Ministère (employés)

Description : Les renseignements de ce fichier comprennent les plaintes relatives aux droits de la personne et les plaintes anti-discriminatoires. **Catégorie de personnes** : Employés et ex-employés qui enregistrent une plainte à la Commission Droits de la Personne ou à la Commission de la Fonction publique. **But** : Les dossiers touchent tous les employés du Ministère qui ont porté plainte officiellement, et sont conservés pour obtenir une résolution, pour préparer une défense ou pour décider

conservés pendant 10 ans, puis détruits. **No. ADD : 99/022 Enregistrement (SCT) : 005077 Numéro de fichier** : Scan PCE 703

Comité médical consultatif - Santé des fonctionnaires fédéraux

Description : Ce fichier contient certains des renseignements suivants ou la totalité : des demandes, des rapports médicaux, des résultats d'examen médical, des évaluations médicales et psychologiques, des rapports de laboratoire ou des radiographies. Les personnes demandant l'accès à ce fichier doivent fournir leur nom au complet, leur date de naissance et leur numéro de dossier. **Catégorie de personnes** : Les fonctionnaires fédéraux. **Usages compatibles** : Les évalués par le Comité médical consultatif - Santé des fonctionnaires fédéraux. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant 30 ans après la dernière entrée, puis détruits. Les dossiers qui ne contiennent pas d'évaluations de santé (exposition professionnelle, examen médical avant affectation, bilan de santé périodique, dossiers d'immunisation ou aptitude au travail) sont conservés pendant 10 ans, puis détruits. **No. ADD : 99/022 Enregistrement (SCT) : 005086**

Numéro de fichier : Scan PCE 702

Dossiers médicaux de santé au travail

Description : Ce fichier contient une partie ou la totalité des renseignements suivants : rapports médicaux, psychiatriques, psychologiques et d'experts-conseils; résultats et évaluations; analyses et rapports de laboratoire; dossiers d'immunisation; radiographies et rapports; autres rapports de techniques de diagnostic spécialisées; rapports de traitement et de consultation. Des dossiers sur les dangers du milieu de travail et la surexposition peuvent aussi y figurer. Pour accéder aux renseignements, il faut fournir son nom au complet, sa date de naissance et l'endroit du dossier demandé. **Catégorie de personnes** : Fonctionnaires fédéraux, anciens fonctionnaires, futurs fonctionnaires et, à certains endroits, peut comprendre les employés d'entreprises réglementées par le gouvernement fédéral qui ont passé un marché avec le Programme de santé au travail et de sécurité du public. **But** : Ce fichier a pour but de maintenir les dossiers de santé au travail des

Santé Canada

Chapitre 132

Fichiers centraux

Dossiers des dispensaires

Description : Ce fichier contient certains des renseignements suivants ou la totalité : traitement d'urgence, rapports de retour au travail, examens, conseil, conseil d'employés perturbés, aiguillage et rapports d'audiogramme. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et où se trouve le dossier demandé. **Catégorie de personnes :** Santé des fonctionnaires fédéraux. **But :** Le but de ce fichier est de maintenir les dossiers de toutes les consultations des unités de santé y compris les traitements d'urgence, les rapports de visites de

Fichiers ordinaires	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion	
Autorisations sécuritaires	
Cartes d'identification et laissez-passer	
Code régissant les conflits d'intérêts et l'après-mandat	
Dossier personnel d'un employé	
Dotation	
Évaluation du rendement	
Formation et perfectionnement	
Griets	
Harcelement	
Langues officielles	
Mesures disciplinaires	
Présences et congés	
Primes d'encouragement	
Programme d'équité en matière d'emploi	
Rémunération et avantages	
Sécurité et santé au travail	
Stationnement	
Vérification de la fiabilité	
Voyages et réinstallations	

retour au travail, de conseil et aiguillage, d'examen et d'aiguillage d'employés perturbés. Les renseignements sont aussi utilisés pour la surveillance de la santé au travail. **Usages compatibles :** Les renseignements peuvent être utilisés à l'intérieur aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Ayant rapport à SBS PCE 701. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 30 ans après la dernière entrée, puis détruits. Les dossiers qui ne contiennent pas d'évaluations de santé (exposition professionnelle, examen médical avant affectation, bilan de santé périodique ou aptitude au travail) sont

du Secteur des minéraux et métaux. **But :** Enregistrer les biens comme les ordinateurs et l'équipement dont les employés ont la garde. **Usages compatibles :** Fournir à la direction du Secteur des rapports pour identifier sans difficulté l'emplacement des biens du Secteur. L'accès à la base de données sera restreint par l'utilisation de mots de passe. **Normes de conservation et de destruction :** Deux ans après la dernière utilisation à des fins administratives. Communiquer avec : Directrice, Informatique, Direction de la politique, de la planification et des services, STME. **Renvoi au dossier # :** RNCAN DEX 007 **Enregistrement (SCT) :** 003370 **Numéro de fichier :** RNCAN PPE 807

Système du Ministère pour la gestion des installations assistée par ordinateur (Fermé)
Description : Information relative aux locaux occupés par les employés, y compris le nom, le CIPD, la situation, le centre de responsabilité, le niveau, le titre du poste, l'immeuble, le numéro de pièce, le numéro de téléphone. **Catégorie de personnes :** Employés du Ministère. **But :** Les données sont utilisées pour gérer le logement et établir des prévisions sur l'utilisation des locaux par catégorie d'employé. **Usages compatibles :** Toutes les données sur les employés seront obtenues par le téléchargement des données du système Peoplesoft. **Normes de conservation et de destruction :** Les normes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. Communiquer avec : Directeur, Planification stratégique, SSI-DBIES. **Renvoi au dossier # :** RNCAN SSI 790 **Enregistrement (SCT) :** 003332 **Numéro de fichier :** RNCAN PPE 813

employés et anciens employés du Ministère qui ont eu droit à une priorité de dotation. **But :** Cette banque de données sert à fournir de l'information aux conseillers en dotation et aux gestionnaires pour faciliter le placement des employés bénéficiant d'une priorité de dotation. **Usages compatibles :** Ces registres servent à faciliter le placement des employés. **Normes de conservation et de destruction :** Les registres sont détruits deux ans après le placement de l'employé. Communiquer avec : Chef, Réaménagement des effectifs, SSI-DRH. **Renvoi au dossier # :** RNCAN SSI 765 **Enregistrement (SCT) :** 003310 **Numéro de fichier :** RNCAN PPE 812

Saisie de traitement et d'autres formes de rémunération

Description : Ce fichier contient de l'information qui concerne la saisie de traitement et d'autres formes de rémunération, conformément à la Loi sur la saisie-arrêt et la distraction de pensions. Il comprend les avis d'intention de pratiquer une saisie-arrêt, les brefs de saisie-arrêt et d'autres documents connexes. **Catégorie de personnes :** Les employés du Ministère et les entrepreneurs engagés par le Ministère qui travaillent pour leurs propres comptes et offrent uniquement des services personnels, contre qui on a pratiqué une saisie-arrêt. **But :** Ce fichier a pour but de fournir de la documentation afin de permettre au bureau de traitement et avantages d'exécuter les avis d'intention de pratiquer une saisie-arrêt. **Usages compatibles :** Les procédures de saisie de traitement exigent que l'information soit divulguée au greffier de la cour provinciale et au huissier du comté où les procédures ont débutées. En plus, l'information doit être divulguée au Ministère de la Justice en sa capacité d'agent désigné de la Couronne. À Ressources naturelles Canada, un dossier complet est détenu par le conseiller en rémunération et avantages sociaux tandis qu'une copie de tous les renseignements financiers nécessaires est détenue par le Bureau des services financiers. **Normes de conservation et de destruction :** Les dossiers sont détruits six années financières après le dernier paiement de la saisie-arrêt ou après la dernière consultation à des fins administratives. Communiquer avec : Conseillère en politique/int. Rémunération et avantages sociaux, SSI-DRH. **Renvoi au dossier # :** RNCAN SSI 765 **Enregistrement (SCT) :** 002313 **Numéro de fichier :** RNCAN PPE 803

Système de gestion de CANMET (FERMÉ)
Description : Nom, numéro d'employé(e), code d'identification de dossier personnel, emplacement du bureau, numéro de téléphone, nom des directions du Secteur pour lesquelles l'employé(e) a travaillé précédemment, participation à des conférences et voyages à l'étranger de l'employé(e) et biens dont il ou elle a la garde. **Catégorie de personnes :** Employés

Passports et Visas
Description : Ce fichier est alimenté par le Bureau des passeports. Services ministériels, et est utilisé pour administrer les demandes de passeports et de visas au Ministère. Il contient la demande de passeport, la date de naissance, le sexe, l'état civil et autres renseignements personnels y compris les numéros de passeports spéciaux, les numéros de visas, le compte rendu des visites officielles qui ont eu lieu, etc. Les dossiers contenant des copies sont détenus par les organisations du Ministère d'où proviennent les demandes. **Catégorie de personnes :** Employés du Ministère, personnel exempté et certains consultants travaillant pour le Ministère qui ont besoin de passeports spéciaux ou diplomatiques ou de visas. **But :** L'information est utilisée pour traiter les demandes de passeports et de visas pour le compte des employés, du personnel exempté, des délégations voyageant dans des pays étrangers et de certains consultants se rendant à l'étranger pour le compte du Ministère. **Usages compatibles :** L'information peut être divulguée au ministère des Affaires étrangères et du Commerce international et aux ambassades en vue de l'organisation de délégations qui se rendent dans des pays étrangers. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans jusqu'à ce que le passeport expire, puis ils sont détruits. Communiquer avec : Gestionnaire, Opérations Comptables, SSI/DGF **Enregistrement (SCT) :** 003670 **Numéro de fichier :** RNCAN PPE 816

Programme d'affectations – (FERMÉ)

Description : Cette banque contient de l'information personnelle sur les employés inscrits au Programme, sur les affectations offertes, et sur le rendement des employés lors de leur affectation. **Catégorie de personnes :** Ces données touchent les employés de la Fonction publique qui se sont inscrits au Programme. **But :** Cette banque de données sert à rassembler et conserver les dossiers d'inscription au Programme et les assortir aux demandes des gestionnaires pour combler leurs postes au moyen du Programme. **Usages compatibles :** Ces registres servent à assortir les offres d'affectations des gestionnaires aux demandes d'affectations des employés. **Normes de conservation et de destruction :** Les dossiers sont détruits trois ans après la fin de l'affectation. Communiquer avec : Chef, Section de la dotation, SSI-DRH. **Renvoi au dossier # :** RNCAN SSI 790 **Enregistrement (SCT) :** 003309 **Numéro de fichier :** RNCAN PPE 811

Réaménagement des effectifs – (FERMÉ)
Description : Cette banque contient de l'information de dotation et sur les résultats de leur présentation à des gestionnaires et/ou conseillers en dotation. **Catégorie de personnes :** Ces données touchent les

SSI-DRH **Renvoi au dossier #** : RNCAN SSI 765

Enregistrement (SCT) : 003647 **Numéro de**

fichier : RNCAN PPE 815

Demandes d'examen médical des employés

Description : Cette banque contient les demandes

d'examen médical, la correspondance reliée aux

problèmes médicaux de l'employé, les évaluations

médicales relativement à la capacité de l'employé de

travailler ou aux restrictions devant s'appliquer.

Catégorie de personnes : Ces données touchent les

employés et anciens employés de la Fonction publique

de qui une évaluation médicale a été exigée. **But** :

Cette banque de données sert à rassembler et

conserver les dossiers de demandes d'examen

médicaux relativement à la capacité des employés de

travailler. **Usages compatibles** : Ces registres servent

à évaluer la capacité de l'employé d'exécuter ses

fonctions ; évaluer l'a-propos d'accorder certains

congés ou bénéfices ; vérifier l'état de santé des

employés soumis, dans le cadre de leur travail, à

certaines risques reliés à leur santé. **Normes de**

conservation et de destruction : Les registres sont

détruits deux ans après la dernière utilisation

administrative. Communiquer avec : Directeur, Division

des relations de travail et de la rémunération, SSI-DRH.

Renvoi au dossier # : RNCAN SSI 765

Enregistrement (SCT) : 003308 **Numéro de**

fichier : RNCAN PPE 810

Fichier maître des détenteurs de cartes de crédit du

Ministère

Description : Ce fichier faisant partir du système

financier du Ministère contient des renseignements se

rapportant aux employés du Ministère qui ont la garde

d'une carte d'achat du gouvernement, p. ex.

Mastercard, Visa, etc. Les renseignements recueillis

pour chaque employé sont le numéro de compte de la

carte de crédit, le nom du détenteur de la carte et son

code d'identification de dossier personnel (CIDP). Cette

base de données est ensuite utilisée par les détenteurs

de carte pour l'enregistrement et le rapprochement des

achats qu'ils ont effectués pour le Ministère au moyen

de leur carte d'achat. Comme mesure de protection, le

CIDP est utilisé en tant que numéro de compte de

l'employé au lieu du numéro de la carte de crédit pour

la saisie et la consultation des données. Le CIDP n'est

par affiché, imprimé ou diffusé pour d'autres raisons.

Catégorie de personnes : Les employés autorisés du

Ministère. **But** : Assurer que les achats effectués par

les employés pour le compte du Ministère sont imputés

aux bons comptes de carte de crédit. **Usages**

compatibles : Ces renseignements sont utilisés pour

comptabiliser les dépenses ministérielles effectuées au

moyen de carte d'achats et préparer des rapports à

leur sujet. Cela comprend la préparation des Comptes

présentés par des vérificateurs, le Secrétariat de

l'AIPRP, le Parlement ou diverses unités du Ministère, et

la préparation de rapports sur les dépenses. En cas de

fraude, certains renseignements pourraient être

divulgués à ces dernières. **Normes de conservation**

et de destruction : Les dossiers sont conservés

pendant 6 ans. Communiquer avec : Gestionnaire,

Systèmes financiers et formation, SSI-DGF

Enregistrement (SCT) : SCT 003657 **Numéro de**

fichier : RNCAN PPE 817

Logements de la Couronne

Description : Ce fichier contient de l'information

relative aux employés qui occupent des logements

appartenant à la Couronne dans les régions du Nord

éloignées des grands centres. Il comprend les noms,

l'occupation, la situation familiale, le nombre d'enfants

et la classification et le salaire de l'employé. Il donne

également le montant du loyer et les dates d'affectation

et de reprise du logement. **Catégorie de personnes** :

Employés du Ministère. **But** : Les données dans ce

fichier servent à administrer la location de ces

logements et à récupérer les montants des loyers.

Usages compatibles : Relié au ministère des Travaux

publics, fichier n° TPC PPU 020. **Normes de**

conservation et de destruction : Les dossiers

individuels sont conservés pendant deux ans après que

les occupants ont quitté les lieux. Communiquer avec :

Directrice, Division de la gestion des affaires,

SSI-DBIES. **No. ADD** : 86/001 **Renvoi au dossier #** :

RNCAN SSI 730 **Enregistrement (SCT)** : 000408

Numéro de fichier : RNCAN PPE 802

Module de prévisions salariales

Description : Cette banque contient les données

relatives au traitement et à l'utilisation des

années-personnes par individu. Elle recèle également

des renseignements sur la période d'emploi, le numéro

du poste, le niveau de groupe et la situation de

l'employé. Le code d'identification de dossier personnel

(CDIP) est utilisé à des fins administratives. **Catégorie**

de personnes : Ces données touchent les employés

du Ministère. **But** : Cette banque de données sert à

prévoir les besoins du Ministère en matière de traitement

et à enregistrer l'utilisation faite des années-personnes. Il

s'agit en fait d'un outil d'information à l'intention des

gestionnaires du Ministère. Les données de cette

banque ne sont pas utilisées à des fins administratives

dans le contexte de la Loi sur la protection des

renseignements personnels. **Usages compatibles** :

Ces registres servent d'appui aux activités de

planification et de budgétisation. Les renseignements

qu'ils contiennent ne sont pas transmis à des personnes

de l'extérieur. **Normes de conservation et de**

destruction : Les registres sont conservés pendant six

ans. Communiquer avec : Gestionnaire, Systèmes

financiers et formation, SSI-DGF. **Renvoi au**

dossier # : RNCAN SSI 720 **Enregistrement (SCT)** :

003119 **Numéro de fichier** : RNCAN PPE 805

Résolution des questions des pensionnats indiens Canada

Chapitre 130

Note : Résolution des questions des pensionnats indiens Canada est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Ressources naturelles Canada

Chapitre 131

Fichiers particuliers

Annuaire du personnel et des services.

Description : Le fichier renferme des données sur l'organisation et le personnel du Ministère. Il comprend le nom des employés, leur Code d'identification de dossier personnel, l'emplacement de leur bureau, leur numéro de téléphone, l'organisation pour laquelle ils travaillent et les services qu'ils offrent.

Catégorie de personnes : Employés du Ministère.

But : L'information sert à produire la copie papier de l'annuaire ; dans l'avenir, on offrira aussi un service de consultation en ligne. Le Code d'identification de dossier personnel (CIDP) ne sera divulgué ni dans la version imprimée de l'annuaire, ni dans le service en ligne. La base de données servira en outre à stocker l'information de base requise pour d'autres systèmes d'administration internes.

Usages compatibles : Les données de base requises pour d'autres systèmes d'administration (p. ex. en ce qui touche le stationnement) seront versées dans le fichier de renseignements personnels de façon à éliminer les entrées en double. Des mots de passe et d'autres mesures de sécurité restreindront l'accès aux diverses bases de données administratives.

Normes de conservation et de destruction : Deux ans après la dernière utilisation administrative. Communiquer avec : Chef, Services des télécommunications, SSI-DGI. **Renvoi au dossier # :** RNCan SSI 770 **Enregistrement (SCT) :** 003344 **Numéro de fichier :** RNCan PPE 806

Système d'information sur les RH du Ministère

Description : Cette base de données contient l'information suivante : secteur, direction, nom, CIDP, sexe, première langue officielle, date de naissance, classification, salaire et lieu de travail. Il s'agit d'un système de gestion informatisé des ressources humaines contenant des données sur la gestion des postes et les décisions en matière de classification, la gestion de l'effectif, notamment le suivi des affectations, la gestion des priorités, la formation, les conflits d'intérêts, l'exclusion et la désignation, les prix et la reconnaissance, les langues officielles, l'équité en matière d'emploi, la rémunération et les congés

Catégorie de personnes : Tous les employés de Ressources naturelles Canada et les autres personnes participant à des programmes financés par le Ministère (Emérat, bourses de recherche, stages pour les jeunes). **But :** Gérer les ressources humaines de Ressources naturelles Canada en tenant compte des points énumérés sous la rubrique Description.

Usages compatibles : L'accès au système est rigoureusement contrôlé et protégé par un mot de passe au moyen d'un processus de validation au moment de l'accès. Seules les personnes qui ont besoin de renseignements pour exécuter leurs tâches obtiennent accès au système.

Normes de conservation et de destruction : Les données sont continuellement tenues et mises à jour. Elles sont sauvegardées quotidiennement et stockées chaque mois pour une période d'un an, mais sont accessibles en tout temps. Communiquer avec : Gestionnaire de projet PeopleSoft,

Ponts Jacques Cartier et Champlain Incorporée, Les

Chapitre 129

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations

volontaires faites par les employés concernant des

situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les

conflits d'intérêt potentiels et réels entre les fonctions

officielles des employés et leurs intérêts privés ou les

valeurs immobilières qu'ils possèdent. **Catégorie de**

personnes : Employés de l'institution. **But :** Ce fichier

contient des renseignements concernant des situations

de conflit d'intérêt potentiel ou réel pour les employés

des ministères et organismes fédéraux. Il sert à

consigner les conflits d'intérêt potentiels et à résoudre

les situations réelles de conflit d'intérêt. **Usages**

compatibles : Étayer les décisions touchant les

mutations, les mesures disciplinaires et la fin de

l'emploi. **Normes de conservation et de**

destruction : Les dossiers sont détruits deux ans

après que la situation reliée à un conflit d'intérêt

potentiel est réglée ou que l'on a résolu le cas où il y

avait effectivement conflit. **No. ADD :** 98/027

Enregistrement (SCT) : 000663 **Numéro de**

fichier : PJCCI PPE 802

Rapports du portefeuille d'assurances groupe

après de la Sunlife du Canada.

Description : Ce fichier contient des renseignements

personnels reliés aux couvertures de diverses

assurances sur chacun des employés. **Catégorie de**

personnes : Employés de l'institution. **But :** Sunlife du

Canada, compagnie d'assurance-vie, utilise

l'information pour déterminer les primes mensuelles

pour les assurances suivantes : Vie, Longue invalidité,

Assurance-vie personne à charge, Décès et mutilation

accidentelle, Soins de santé/médicaments/soins de la

vue, Soins dentaires. **Usages compatibles :** Voir

"But" ci-dessus. **Normes de conservation et de**

destruction : La durée de l'emploi et jusqu'à ce que

l'employé ait atteint l'âge de 80 ans pourvu que 2

années se soient écoulées depuis la dernière mesure

administrative inscrite au dossier. **Enregistrement**

(SCT) : 004474 **Numéro de fichier :** PJCCI PPE 806

Griefs

Harcèlement

Langues officielles

Prime au mérite et de rendement

Programme d'équité en matière d'emploi

Stationnement

Voyages et réinstallations

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Programme d'équité en matière d'emploi

Prime au mérite et de rendement

Langues officielles

Harcellement

Griefs

Registres du régime de pension

Description : Ce fichier contient des renseignements

personnels reliés au Régime de Pension. **Catégorie de**

personnes : Employés de l'institution. **But :** Le but est

de rapporter les remises de fonds à la caisse de retraite

des employés pendant l'année, basées sur leurs

retenues salariales. **Usages compatibles :** Travaux

publics et Services gouvernementaux Canada, vérifie

que le total des retenues concorde avec le total des

remises de fonds. **Normes de conservation et de**

destruction : La durée de l'emploi et jusqu'à ce que

l'employé ait atteint l'âge de 80 ans pourvu que 2

années se soient écoulées depuis la dernière mesure

administrative inscrite au dossier. **Enregistrement**

(SCT) : 004475 **Numéro de fichier :** PJCCI PPE 807

Registres fiscaux

Description : Ce fichier contient des renseignements

personnels reliés aux salaires et diverses retenues

salariales, incluant les impôts, sur les employés et

certaines retraites de l'institution. **Catégorie de**

personnes : Employés et retraités de l'institution. **But :**

Le but est de se conformer aux exigences de Revenu

Canada – Impôt. **Usages compatibles :** Afin d'établir

le revenu et impôts de chaque individu. **Normes de**

conservation et de destruction : La durée de

l'emploi et jusqu'à ce que l'employé ait atteint l'âge de

80 ans pourvu que 2 années se soient écoulées depuis

la dernière mesure administrative inscrite au dossier. **Enregistrement**

(SCT) : 004476 **Numéro de**

fichier : PJCCI PPE 808

Fichiers ordinaires

Vous trouverez dans l'introduction (au début de cette publication) une définition des fichiers ordinaires et une

description de leur contenu.

Accidents d'automobile

Aide aux employés

Autorisations sécuritaires

Dossier personnel d'un employé

Dotation

et de destruction : Les formules sont conservées jusqu'à la fin de l'année et par la suite, elles sont envoyées au registre. **No. ADD** : 85/001 **Enregistrement (SCT)** : 000630 **Numéro de fichier** : MPO PPE 806

Présences et congés
Description : Ce fichier contient tous les renseignements concernant les demandes de congé et les rapports de présence approuvés et des notes sur les certificats de médecin qui justifient les absences.

Catégorie de personnes : Les renseignements touchent les employés du ministère. **But** : Ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés. **Usages compatibles** : Vérification des absences en rapport aux congés disponibles ; des salaires versés par rapport aux relevés de présence ; enregistrer les congés sur les formules de rapport annuel des congés ; évaluation de l'utilisation des congés et les taux d'absentéisme. **Normes de conservation et de destruction** : Le fichier est détruit un an après la fin de l'année financière. **No. ADD** : 85/001 **Enregistrement (SCT)** : 000628 **Numéro de fichier** : MPO PPE 805

Régime national de liaison et d'autorisation en matière de priorités

Description : Ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés. Les renseignements de ce fichier se rapportent à tous les employés du ministère déclarés excédentaires. Quand un poste doit être comblé au ministère, ce répertoire est vérifié afin d'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. Les renseignements contenus dans ce fichier servent aux rapports statistiques soumis aux agences centrales (Commission de la Fonction publique et Secrétariat du Conseil du Trésor) et aux agents de négociations. Les normes de conservation et de destruction de ces documents restent à déterminer. **Catégorie de personnes** : Ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés. Les renseignements de ce fichier se rapportent à tous les employés du ministère déclarés excédentaires. Quand un poste doit être comblé au ministère, ce répertoire est vérifié afin d'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. Les renseignements contenus dans ce fichier servent aux rapports statistiques soumis aux agences centrales (Commission de la Fonction publique et Secrétariat du Conseil du Trésor) et aux agents de négociations. Les normes de conservation et de destruction de ces documents restent à déterminer. **Catégorie de personnes** : Ce

considérés. **But** : Ce répertoire est vérifié afin d'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant trois ans au ministère. **Enregistrement (SCT)** : 003625 **Numéro de fichier** : MPO PPE 802

Responsables de port
Description : Ce fichier contient des renseignements sur les responsables de port désignés par le ministre. Il contient des renseignements tels que la date de nomination (et de révocation) et la rémunération pour services rendus. **Note** : Sauf pour 39 années-personnes dans la région du Pacifique, les autres reçoivent une rémunération basée sur le pourcentage des recettes perçues au port et l'importance des tâches connexes. Ce fichier contient des renseignements sur les responsables de port désignés par le ministre. Chaque responsable de port a un dossier contenant des renseignements tels que le nom, l'adresse, le numéro de téléphone, le numéro d'identification et le numéro d'insigne. Les responsables de port peuvent aussi être désignés par le ministre, en vertu de la Loi sur les ports de pêche et de plaisance. Le fichier sert à conserver de l'information actuelle et historique pour des fins administratives. Les responsables de port sont aussi désignés comme agents d'application de la Loi. Ils assurent la gestion sur place, reçoivent les recettes, et voient à l'application de la Loi et des règlements. Les renseignements contenus dans ce fichier servent à des vérifications et à l'occasion à poursuivre ou n'ont pas payé le droit d'amarrage ou d'autres services. Les normes de conservation et de destruction des dossiers restent à être déterminées par le service de gestion des documents du ministère et les Archives nationales du Canada. **Catégorie de personnes** : Responsable de port. **But** : Assurer la gestion, percevoir les recettes, et voir à l'application de la Loi et des règlements. **Usages compatibles** : Les renseignements contenus dans ce fichier servent à des vérifications et à l'occasion à poursuivre ou n'ont pas payé le droit d'amarrage ou d'autres services. Les normes de conservation et de destruction des dossiers restent à être déterminées par le service de gestion des documents du ministère et les Archives nationales du Canada. **No. ADD** : 85/001 **Enregistrement (SCT)** : 000640 **Numéro de fichier** : MPO PPE 801

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Autorisations sécuritaires

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé

Evaluation et examen du rendement de l'employé

consentement à un rapport d'évaluation, liste d'admissibilité. **Catégorie de personnes** : Candidats à un concours ou personnes considérées pour un poste. **But** : Ce fichier sert à l'évaluation des candidats pour les postes à remplir. **Usages compatibles** : Les renseignements sont utilisées pendant le processus de concours et de nominations à partir de la liste d'admissibilité une fois qu'elle est établie. Ils servent aussi parfois à l'occasion d'une audience d'appel ou pendant une enquête. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant trois ans dans le ministère. **No. ADD** : 85/001 **Enregistrement (SCT)** : 001742 **Numéro de fichier** : MPO PPE 804

Dotation et transition d'emploi – Groupe de la

Direction (I)

Description : Ce fichier contient des renseignements concernant la dotation et la décroissance des postes du groupe de la direction au ministère. Il contient des renseignements sur le poste à doter, les candidats et le candidat élu ainsi que le départ des employés du groupe de la direction. De plus, il renferme la documentation générale se rattachant à des postes particuliers jusqu'au niveau EX-5 et la documentation spécifique se rattachant au rendement de l'employé à la suite d'un concours. **Catégorie de personnes** : Les employés aux niveaux EX ; personnes de groupes de relève se portant candidats à un concours ou considérées pour un poste. **But** : Ce fichier a pour but d'établir un dossier des candidats pour les postes aux fins de référence et de vérification, lorsqu'un poste est doté ou aboli dans la Fonction publique. **Usages compatibles** : Renseignements utilisés pendant le processus de concours. **Normes de conservation et de destruction** : On conserve les dossiers pour une période de trois ans. **No. ADD** : 85/001 **Enregistrement (SCT)** : 000627 **Numéro de fichier** : MPO PPE 803

Évaluation et examen du rendement de l'employé – Rémunération au mérite et de rémunération fondée sur le rendement
Description : Ce fichier contient des renseignements sur le niveau de rendement de chacun des employés en ce qui a trait aux habiletés, aptitudes et réalisations. Le fichier contient des copies des rapports d'évaluation annuels, lesquels comprennent les évaluations de l'employé, des résumés d'examen de rendement, des aptitudes, des caractéristiques et des objectifs de travail, de formation et de perfectionnement. **Catégorie de personnes** : Tous les employés du groupe de la direction EX ainsi que les employés couverts par le régime de rémunération au mérite et le régime de rémunération fondée sur le rendement (à l'exception des PE). **But** : Étant donné que les employés sont assujettis par les régimes de rémunération au mérite et de rémunération fondée sur le rendement, les évaluations du

rendement doivent être retenues, car elles sont un élément important dans la détermination des taux annuels de rémunération. Il faut respecter le contingent établi pour la cote de rendement et des données statistiques doivent être produites. Il faut donc que les évaluations du rendement soient facilement accessibles. **Usages compatibles** : Déterminer le salaire annuel ; déterminer les besoins en matière de formation et de perfectionnement. **Normes de conservation et de destruction** : Les dossiers sont détruits lorsque les employés terminent leur emploi avec le ministère. **No. ADD** : 85/001 **Enregistrement (SCT)** : 000635 **Numéro de fichier** : MPO PPE 807

Formation et perfectionnement

Description : Ce fichier contient des données personnelles et notamment des demandes de formation ; le code d'identification personnelle (CIP) ; un registre de paiements des coûts et la correspondance reliée à la participation d'employés à des activités de formation, offerts par des organismes gouvernementaux et à l'extérieur ; un registre de la formation que le ministère donne sous forme de cours maison (données sur les employés qui ont assisté au cours ainsi que leur CIP) ; l'information requise pour la production de rapports aux organismes centraux, notamment les formules (coût de formation et rapports des ressources humaines en formation) détaillant les ressources (financières et humaines) utilisées en ce qui a trait à la formation ; un registre individuel sur les employés qui sont en congé d'étude prolongé, CAP et le programme de stagiaire en gestion, dont les curriculum vitae, les examens du rendement, les accords de retour pour service rendu, et les formules d'autorisation d'activités de la direction ; des formules d'autorisation d'activités de formation ; des participants aux programmes CAP et PFS ; des participants aux programmes d'échange, des participants au programme des congés d'études ; des participants aux congés de perfectionnement.

Catégorie de personnes : Les employés du ministère des Pêches et des Océans et les autres fonctionnaires qui ont assisté ou qui ont travaillé en tant qu'instructeurs à des cours donnés par le ministère des Pêches et des Océans. **But** : Ce fichier sert à fournir la documentation pour l'administration de programmes sur la formation et le perfectionnement des employés du ministère des Pêches et des Océans ; servir le point de contact avec les organismes centraux pour le système de données sur la formation et pour les programmes de perfectionnement ; préparer des dossiers soumis à l'approbation du comité des ressources humaines. **Usages compatibles** : Enregistrer les employés à des cours ; tenir un registre des cours suivis ; faciliter le suivi concernant le paiement ; fournir au Conseil du Trésor toute information reliée aux activités de formation ; fournir au service de gestion toute information concernant la formation suivie par un employé et les activités du programme de formation. **Normes de conservation**

Fichiers particuliers

Dossiers de dotation (III)

Description : Ce fichier contient de la documentation générale se rattachant à des postes particuliers et de la

documentation spécifique se rattachant au rendement de l'employé à la suite d'un concours. Il contient la documentation suivante : formulaire de demande, curriculum vitae, appréciation, évaluation, consentement à devenir bilingue, conflit d'intérêts, formulaire de

Gestion de carrière
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leur profil de carrière, leur curriculum vitae, ainsi que toute documentation reliée à leur plan de carrière, formation, leur affectation ou nomination. Tous ces renseignements ont été recueillis en fonction d'un questionnaire, des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés.

de fichier : PC PPE 803
AOR 095 Enregistrement (SCT) : 002165 **Numéro**
Ils sont ensuite détruits. **Renvoi au dossier # :** CH
personnes qui ne sont pas des employés du Ministère. départ de l'employé, et pendant cinq ans pour les fichiers sont conservés pendant deux ans suivant le **destruction :** Les renseignements contenus dans ce **Normes de conservation et de** statistiques. ainsi qu'à des fins de planification, d'évaluation et de d'action criminelle, d'enquête, de lutte contre le crime disciplinaires, d'évaluation de sécurité et de fiabilité, pour appuyer les décisions en matière de mesures Les autorités du Ministère utilisent ces renseignements disciplinaires le cas échéant. **Usages compatibles :** déterminer la nécessité et la nature des mesures l'application des mesures à cet égard ainsi qu'à criminelles, la sensibilisation face à la sécurité et visant à évaluer les tendances en matière d'activités tenue de renseignements sur les infractions à la sécurité traitant avec le Ministère. **But :** Ce fichier a pour objet la **personnes :** Employés du Ministère et entrepreneurs support papier ou informatique. **Catégorie de** Les renseignements contenus dans ce fichier sont sur d'incident ou d'infraction et la date où il s'est produit. par le numéro de référence du dossier, le type dans lequel les personnes sont nommées est identifié date de naissance, le nom et les initiales. Le rapport correspondance. Les personnes sont identifiées par la écrits, de pièces documentaires et d'autres pièces de rapports d'enquêtes et de fréquence, de déclarations de sécurité ont fait enquête. Le fichier est constitué de d'infractions à la sécurité, et sur lesquels les Services incidents criminels ou divers, ou qui sont coupables personnels sur les individus impliqués dans des

Description : Ce fichier contient des renseignements personnels sur les individus impliqués dans des incidents criminels ou divers, ou qui sont coupables de sécurité ont fait enquête. Le fichier est constitué de rapports d'enquêtes et de fréquence, de déclarations écrits, de pièces documentaires et d'autres pièces de correspondance. Les personnes sont identifiées par la date de naissance, le nom et les initiales. Le rapport dans lequel les personnes sont nommées est identifié par le numéro de référence du dossier, le type d'incident ou d'infraction et la date où il s'est produit. Les renseignements contenus dans ce fichier sont sur support papier ou informatique. **Catégorie de**

Ministère. **But :** Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du programme de gestion de carrière. Il vise à assurer la rentabilité des ressources humaines et à accroître la productivité et la satisfaction des employés au travail. **Usages compatibles :** Les renseignements recueillis au programme de gestion de carrière. Les renseignements servent aussi à déterminer l'agencement entre le profil des employés et le profil de l'environnement des postes. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que l'employé ait quitté le Ministère. Dans les cas où l'employé demeure au Ministère, le fichier est conservé. **No. ADD :** 86/001 **Enregistrement (SCT) :** 002074 **Numéro de** **fichier :** PC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Formation et perfectionnement
Griets
Harcelement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages sociaux
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Office national du film du Canada

Chapitre 126

Fichiers particuliers

Employés de l'Office national du film du Canada
Description : Ce fichier contient des fiches médicales, des rapports d'examen spéciaux, observations et diagnostics. Il peut contenir des notes de médecins et d'infirmières ou des résultats d'examen qui ont été effectués sur le lieu de travail ou à l'extérieur. Il peut aussi y avoir des certificats médicaux avec diagnostic ou nom de maladie et des renseignements fournis par l'employé ou son médecin. **Catégorie de personnes :** Personnes qui ont été ou qui sont actuellement à l'emploi de l'Office national du film du Canada. **But :** Ce fichier a pour but de permettre un suivi médical à l'employé et en matière d'accidents de travail. **Usages compatibles :** Ce fichier était conservé dans le cadre d'un service de santé aux employés et n'était en aucun cas utilisé pour vérification d'employabilité. Les informations contenues dans le fichier ne sont transmises à aucun autre organisme ou employeur. **Normes de conservation et de destruction :** Depuis la fermeture du Service de santé

de l'Office national du film en mars 1998, les fichiers médicaux des employés sont conservés au Service des Archives de l'ONF. Les fichiers seront détruits en 2003, à moins qu'ils ne soient individuellement réclamés par l'employé avant cette date. **Enregistrement (SCT) :** 004256 **Numéro de fichier :** ONF PPE 005

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Dossier personnel d'un employé

Griefs

Présences et congés

Sécurité et santé au travail

Voyages et réinstallations

Fichiers particuliers

Comptes fournisseurs/Comptes des employés
Description : Ce fichier renferme les autorisations, les avances, les factures des fournisseurs, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés, les rapports de dépenses, les reçus, de la correspondance et d'autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations, d'autres paiements et les demandes de chèque. Des documents sur les opérations se trouvent aussi dans le fichier automatisé Comptes fournisseurs. Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur les paiements (endroit, nature et dates). **Catégorie de personnes :** Les employés de l'institution qui réclament des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des primes et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés ; les fournisseurs de biens et de services et les personnes

sous contrat au Ministère. **But :** Ce fichier porte sur le paiement, par le service des comptes fournisseurs et des comptes des employés, des dépenses qui ne relèvent pas de la liste de paie, conformément aux autorisations reçues. **Usages compatibles :** Les dossiers servent à justifier le paiement des factures des fournisseurs, des dépenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires, à des fins de planification, de budgétisation et de vérification ainsi qu'à fournir, sur demande, au Secrétaire du Conseil du Trésor, les rapports concernant les voyages internationaux, les vols en première classe et en classe d'affaires, les frais reliés à la garde des enfants, voyages prolongés et les réinstallations à court terme et l'utilisation de véhicule particuliers. Des renseignements sommaires sont fournis au Ministère des travaux publics et Services gouvernementaux Canada à des fins de l'émission des chèques. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de six ans après l'exercice au cours duquel il y a eu règlement des frais. **No. ADD :** 86/001 **Renvoi au dossier # :** CH AOR 095 **Enregistrement (SCT) :** 002162 **Numéro de fichier :** PC PPE 804

Office d'examen des répercussions environnementales de la vallée du Mackenzie

Chapitre 122

Note : Pour de plus amples renseignements sur les employés de l'Office d'examen des répercussions environnementales de la vallée du Mackenzie, veuillez communiquer avec le Coordonnateur de l'accès à l'information et de la protection des renseignements personnels (mentionné dans l'introduction).

Office Gwich'in d'aménagement territorial

Chapitre 123

Note : L'Office Gwich'in d'aménagement territorial est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office Gwich'in des terres et des eaux

Chapitre 124

Note : L'Office Gwich'in des terres et des eaux est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office national de l'énergie

Chapitre 125

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement

Griets
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Office des eaux du Territoire du Yukon

Chapitre 118

Note : Les renseignements sur les employés de l'Office des eaux du Territoire du Yukon sont détenus par le ministère des Affaires Indiennes et du Nord Canada.

Office des terres et des eaux de la vallée du Mackenzie

Chapitre 119

Note : L'Office des terres et des eaux de la vallée du Mackenzie est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office des terres et des eaux du Sahlu

Chapitre 120

Note : L'Office des terres et des eaux du Sahlu est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office des transports du Canada

Chapitre 121

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Voyages et réinstallations

Vérification de la fiabilité

Stationnement

Sécurité et santé au travail

Rémunération et avantages

Programme d'équité en matière d'emploi

Politique de reconnaissance

Présences et congés

Mesures disciplinaires

Langues officielles

Journaux de contrôle des réseaux électroniques

Harcelement

Griefs

Office d'aménagement territorial du Sahu

Chapitre 114

Note : L'Office d'aménagement territorial du Sahu est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office de commercialisation du poisson d'eau douce

Chapitre 115

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Office des eaux des Territoires du Nord-Ouest

Chapitre 117

Note : Les renseignements sur les employés de l'Office des eaux des Territoires du Nord-Ouest sont détenus par le ministère des Affaires indiennes et du Nord Canada.

Office des droits de surface du Yukon

Chapitre 116

Note : L'Office des droits de surface du Yukon est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office Canada - Nouvelle-Écosse des hydrocarbures

extracôtiers

Chapitre 112

Fichiers particuliers

Dossiers personnels des employés

Description : Ce fichier contient des renseignements sur les employés et anciens employés de l'Office. Ces renseignements portent sur l'emploi de ces personnes à l'Office et peuvent comprendre leur âge, leur sexe, leur nationalité, leur adresse à domicile, leur numéro de téléphone, leur scolarité, leurs antécédents professionnels, leurs références, leurs évaluations de rendement, leurs nominations, leurs mutations, leurs promotions et leurs rétrogradations, leurs périodes d'emploi, leurs relevés de présence, d'absence et d'heures supplémentaires, les cours de formation et de perfectionnement qu'ils ont suivis, leur salaire, leur pension, leur assurance (y compris les noms des bénéficiaires de celle-ci), les mesures disciplinaires prises contre elles et tout renseignement de cette nature ayant trait à l'emploi. Le fichier contient les dossiers de tous les employés de l'Office. Ceux des

anciens employés sont versés dans un fichier inactif lors de la cessation d'emploi. Les employés actuels et anciens de l'Office. **Catégorie de personnes :** Employés industriels. **But :** Fournir un dossier sur l'emploi des membres actuels et des anciens membres du personnel au sein de l'Office. **Usages compatibles :** Ces renseignements peuvent être utilisés aux fins de référence d'emploi ou d'assurance groupe. **Normes de conservation et de destruction :** Les dossiers des employés antérieurs sont versés à un fichier inactif lors de la cessation d'emploi. Ils sont détruits lorsque les intéressés atteignent 70 ans, ou deux ans après leur mort, à la condition que deux ans se soient écoulés depuis la dernière mesure administrative concernant les dossiers en question. **Enregistrement (SCT) :** 003314 **Numéro de fichier :** NEH PPE 805

Office Canada - Terre-Neuve des hydrocarbures

extracôtiers

Chapitre 113

Fichiers particuliers

Dossiers personnels des employés

Description : Ce fichier relève de la Section des ressources humaines. Il contient les dossiers sommaires d'emploi du personnel au sein de l'Office, notamment les attestations de nomination, les évaluations de rendement, les relevés de présence, d'absence et d'heures supplémentaires, les lettres de recommandation, les curriculum vitae, des renseignements sur les cours de formation et de perfectionnement suivis, sur les demandes de remboursement des services médicaux et dentaires assurés, et sur la retraite, ainsi que tout autre document relatif au personnel ou à l'organisation. Le fichier contient les dossiers de tous les employés de l'Office. Ceux des anciens employés sont versés dans un fichier inactif lors de la cessation d'emploi. Les employés actuels et anciens peuvent consulter leur dossier en

faisant la demande à la Section des ressources humaines. **Catégorie de personnes :** Employés de l'Office. **But :** Ce fichier a pour but de fournir un dossier sommaire d'emploi au sein de l'Office Canada-Terre-Neuve des hydrocarbures extracôtiers pour chaque membre du personnel. **Normes de conservation et de destruction :** Les dossiers des employés antérieurs sont versés à un fichier inactif lors de la cessation d'emploi. Ils sont détruits lorsque l'intéressé atteint 70 ans, ou deux ans après sa mort, à la condition que deux ans se soient écoulés depuis la dernière mesure administrative concernant le dossier en question. **Enregistrement (SCT) :** 002309 **Numéro de fichier :** CTN PPE 801

Musée canadien de la nature

Chapitre 110

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	Accidents d'automobile, de bateau, d'embarcation et d'avion
	Autorisations sécuritaires
Cartes d'identification et laissez-passer	Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé	Dotation
Evaluation du rendement	Voyages et réinstallations

Musée des beaux-arts du Canada

Chapitre 111

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	Autorisations sécuritaires
	Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat	Dossier personnel d'un employé
Dotation	Evaluation du rendement
Formation et perfectionnement	Griefs
Harçèlement	Langues officielles
Mesures disciplinaires	Présences et congés
Programme d'équité en matière d'emploi	Rémunération et avantages
Sécurité et santé au travail	Stationnement
Voyages et réinstallations	Politique de reconnaissance

aux avis relatifs aux mesures disciplinaires, y compris

les avis qui ont été joints au dossier personnel de

l'employé, le délai de conservation est celui qui est

mentionné dans les conventions collectives pertinentes.

Lorsqu'il n'y a pas de convention, les dossiers sont

conservés pendant une période de deux ans suivant la

date à laquelle la mesure disciplinaire a été prise,

pourvu qu'aucune autre mesure n'ait été prise depuis.

Lorsque les mesures disciplinaires ont été annulées,

c'est l'organisme ou le ministère qui doit voir à ce que

l'on détruise immédiatement toute la documentation

connexes à la mesure en cause. **Enregistrement**

(SCT) : 002269 **Numéro de fichier** : MRO PPE 808

Présences et congés

Description : Ce fichier contient des rapports sur les

absences et les demandes de congé des individus. Le

dossier annuel portant sur les congés et les présences

est joint au dossier personnel d'un employé. Certains

renseignements relatifs aux congés et aux présences

sont présentés sous forme de modules automatisés

enregistrés dans des bases de données sur le

personnel (système présence/temps, congés et

absences). **Catégorie de personnes** : Employés de la

MRC. **But** : Ce fichier a pour but d'étayer

l'administration des congés et des présences des

employés au sein de la MRC. **Usages compatibles** :

Le fichier sert également à consigner les congés

autorisés et les jours de présence ; à étayer les

décisions relatives à la rémunération et aux avantages,

notamment en ce qui a trait aux congés et à la fin de

l'emploi ; et à déterminer quelle est l'utilisation des

congés et le taux d'absentéisme. **Normes de**

conservation et de destruction : Les dossiers sont

détruits deux ans après la fin de l'exercice financier.

Enregistrement (SCT) : 002266 Numéro de

fichier : MRO PPE 805

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements

personnels sur les employés, notamment sur leurs

études ; leurs antécédents professionnels et leurs

projets de carrière ; leur formation et leur

perfectionnement ; tous ces renseignements ont été

recueillis en fonction des questionnaires ou des

entrevues, ou compilés à partir de leurs dossiers ou des

systèmes de données automatisés. Les répondants

doivent indiquer leur sexe, s'ils sont autochtones, s'ils

souffrent d'une invalidité physique permanente ou

continue ou s'ils font partie d'un groupe minoritaire.

Catégorie de personnes : Les renseignements dans

ce fichier se rapportent aux employés de la MRC. **But** :

Ce fichier contient toute la documentation nécessaire à

la mise en oeuvre de la politique sur l'équité en matière

d'emploi de la Monnaie. C'est grâce à ces

renseignements qu'il est possible d'avoir toutes les

données au sujet des employés, présentes selon leur

sexe et leur groupe cible (femmes, autochtones et

personnes souffrant d'un handicap physique ou mental

et, dans certains cas, minorités raciales). **Usages**

compatibles : Ces renseignements sont utilisés afin de

réaliser un profil personnel des employés et comparer

la situation des membres des groupes cibles avec

celles des autres groupes au sein des ministères et

organismes fédéraux et avec leurs homologues sur le

marché du travail. Les renseignements recueillis sont

utilisés dans le cadre des programmes d'équité en

matière d'emploi du gouvernement, afin de déterminer

s'il y a discrimination systémique dans l'embauche, de

l'éliminer s'il y a lieu et d'introduire des mesures

temporaires spéciales qui permettront aux groupes

cibles d'être admis et d'être représentés d'une manière

équitable au sein de la Monnaie. Les renseignements

peuvent également être utilisés dans le cadre de

l'élaboration des politiques ou à des fins de planification

en relation avec l'équité en matière d'emploi. **Normes**

de conservation et de destruction : Les dossiers

sont détruits deux ans après la fin de l'exercice

financier. **Enregistrement (SCT) : 003361 Numéro**

de fichier : MRO PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

cette publication) une définition des fichiers ordinaires et

une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation

et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Formation et perfectionnement

Harcelement

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

conservation et de destruction : Les dossiers sont détruits après une période de deux ans suivant la date de règlement du grief. **Enregistrement (SCT) :** 002268 **Numéro de fichier** : MRO PPE 807

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences ; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale ; les résultats des examens de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. **Catégorie de personnes :** Employés de la MRC. **But** : Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique et des sociétés d'État. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles** : Le fichier sert aussi à étayer et à justifier les décisions concernant chaque employé, en matière de dotation, de mutations et de promotions. Il permet également de vérifier le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après la date de la dernière justification. **Enregistrement (SCT) :** 002267 **Numéro de fichier** : MRO PPE 806

Mesures disciplinaires
Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé, les témoignages, les opinions juridiques, les enquêtes se rapportant à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes** : Employés de la MRC. **But** : Ce fichier contient des renseignements utilisés lors de mesures disciplinaires prises à la MRC. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. **Usages compatibles** : Le fichier sert également à étayer les décisions relatives à la rémunération et aux avantages ; aux présences et aux congés ; aux mutations ; aux rétrogradations et à la fin de l'emploi. **Normes de conservation et de destruction** : En ce qui a trait

sexe, les niveaux d'études et le numéro d'assurance sociale. (N.B. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). **Catégorie de personnes** : Les employés de la Monnaie et les membres du grand public qui présentent une demande de candidature. **But** : Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein de la Monnaie. **Usages compatibles** : Le fichier sert aussi à la sélection à la dotation et à l'établissement de répertoires de candidats aux fins de consultation ultérieure. Ces renseignements sont également utilisés dans le cadre des procédures de griefs portant sur les nominations et les promotions. Une demande d'accès à ce fichier doit être accompagnée, s'il y a lieu, d'un numéro de concours. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de deux ans suivant la conclusion de l'action de dotation. **Enregistrement (SCT) :** 002265 **Numéro de fichier** : MRO PPE 804

Évaluation du rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes** : Employés de la MRC. **But** : Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés de la MRC. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction et au congédiement. **Usages compatibles** : Le fichier sert aussi à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. **Normes de conservation et de destruction** : Les dossiers doivent être conservés pendant une période de cinq ans pour tous les employés. **Enregistrement (SCT) :** 002270 **Numéro de fichier** : MRO PPE 809

Griefs
Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation ; les accusés de réception et les réponses de la direction ; les témoignages ; les opinions juridiques ; les rapports d'enquête et d'analyse ; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. **Catégorie de personnes** : Employés de la MRC. **But** : Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs. **Usages compatibles** : Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure. **Normes de**

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Monnaie royale canadienne

Chapitre 109

Fichiers particuliers

Compte rendu du temps de la main-d'œuvre -

fichier principal informatisé des employés

Description : Les renseignements contenus dans ce fichier comprennent le numéro de l'employé, son nom, son numéro d'assurance sociale, le titre du poste, la date de naissance, la date du début de l'emploi, la date de cessation de l'emploi, le lieu de travail, la langue parlée ainsi que les jours travaillés accumulés, les jours de vacances et les congés de maladie.

Catégorie de personnes : Employés de la MRC.

But : Ce fichier a pour but de mettre à jour les coûts de la main-d'œuvre applicables à l'établissement du prix de revient des produits et aux renseignements sur le personnel qui s'y rattachent, en plus d'en faire le compte rendu.

Usages compatibles : Ces renseignements servent à fournir les données sur la rémunération brute engagée par les centres de coûts productifs ainsi que les mouvements concernant les dépenses brutes de la main-d'œuvre. Il servent aussi à produire certaines données relatives à la paye pour le système de paye de la Banque royale et à maintenir des données permanentes sur les employés.

Ce fichier contient des données sur environ 800 particuliers et peut être consulté à l'aide du numéro ou du nom de l'employé.

Normes de conservation et de destruction : Les renseignements sont conservés pendant deux ans. La date de cessation de l'utilisation de ce fichier est indéterminée.

Enregistrement (SCT) : 003362 Numéro de fichier : MRO PPE 801

Conflits d'intérêt Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits

Griets

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

d'intérêt apparents, potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. De plus, le fichier renferme des renseignements relatifs à des situations d'après-mandat qui vont à l'encontre de l'intérêt de la Monnaie ou du public.

Catégorie de personnes : Ces renseignements se rapportent aux employés de la Monnaie.

But : Ce fichier contient des renseignements concernant des situations de conflit d'intérêt apparent, potentiel ou réel pour les employés de la Monnaie.

Usages compatibles : Il sert à consigner les conflits d'intérêt apparents ou potentiels et les questions d'après-mandat ainsi qu'à résoudre les situations réelles de conflit.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt apparent ou potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

Enregistrement (SCT) : 003360 Numéro de fichier : MRO PPE 802

Dotation

Description : Ce fichier contient des demandes de dotation ; des descriptions de postes ; des échelles de salaire ; des profils de sélection ; des affiches de concours ; des demandes de mutation ; des listes de mises à pied ; des imprimés d'ordonnateur relatifs au répertoire des ressources humaines ; des demandes d'emploi ; des listes de candidats ; des documents portant sur des griets en matière de dotation ; des évaluations du jury de sélection, y compris les notes d'évaluation du comité de dotation en personnel, des documents relatifs à des examens et à leurs résultats ; des listes d'admissibilité ; des offres d'emploi ; des avis destinés aux candidats ; la correspondance relative à la dotation. Ce fichier rassemble une grande variété de renseignements personnels notamment sur l'âge, le

Ministère des Finances Canada

Chapitre 108

Fichiers particuliers

Cartes d'identité et d'accès

Description : La banque contient les photos, les

signatures, les noms de famille et les prénoms ainsi que les numéros de carte des employés du SCT et du

ministère des Finances, et des personnes qui travaillent dans les locaux du SCT et du ministère des Finances

ou qui doivent s'y rendre régulièrement. Elle contient également des renseignements concernant l'accès à

l'édifice et l'évacuation de celui-ci. L'information concernant les cartes d'identité et d'accès est recueillie

au moyen d'un formulaire de demande et emmagasinée dans une base de données informatisée. Pour accéder

aux documents, il faut fournir le nom au complet ou le numéro de la carte d'accès. La banque contient aussi

des renseignements concernant l'accès des employés à certaines installations et leur évaluation. L'information

est recueillie au moyen de formulaires d'identification, de lettres, de vidéocassettes ou par caméra.

Catégorie de personnes : Les employés du SCT et du ministère des Finances et ceux d'autres ministères

qui occupent des locaux au Secrétariat ou au Ministère ou qui doivent s'y rendre, ainsi que les consultants qui

doivent s'y présenter régulièrement. **But :** Tenir à jour l'information concernant la délivrance, l'annulation et

l'utilisation des cartes d'identité et d'accès. Pour des raisons de sécurité et de protection, les cartes servent à

contrôler l'accès à l'édifice et à certaines installations de celui-ci, et à assurer la sécurité et la protection des

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Griefs
Harcèlement
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

personnes qui y travaillent et des actifs qui s'y trouvent. **Usages compatibles :** Pour des raisons de sécurité et de protection, l'information sert à contrôler l'accès à certaines installations et l'évacuation de celles-ci, à assurer la sécurité des employés et des biens du SCT et du ministère des Finances, à préparer des rapports aux fins d'analyse statistique ou d'enquête sur des incidents qui surviennent, et à délivrer des cartes d'identité et d'accès. **Normes de conservation et de destruction :** Des renseignements particuliers sur l'accès aux locaux du ministère des finances et du SCT et l'évacuation de ceux-ci sont recueillis, emmagasinés dans une base de données informatisée uniquement pour des raisons de protection et de sécurité, et pour des raisons de sécurité sur les incidents conservés deux ans au fins d'enquête sur les incidents qui surviennent, puis détruits. L'information recueillie pendant les heures d'occupation et sur des fiches de contrôle des admissions est conservée pendant deux ans à des fins d'enquête, puis détruite. Les images vidéo sont conservées jusqu'à sept jours, puis détruites, à moins qu'on en ait besoin pour enquêter sur des incidents. Tous les autres documents sont conservés pendant cinq ans après leur diffusion par le Ministère, puis détruits. On peut accéder aux documents, autres que les images vidéo, en fournissant le nom au complet et le CDDP. **No. ADD :** 98/001 **Enregistrement (SCT) :** 005099 **Numéro de fichier :** FIN PPE 816

d'assurance sociale ; les résultats des évaluations de langue seconde (ELS) ; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double du formulaire destiné au Système d'information sur les langues officielles (SILCO) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétaire du Conseil du Trésor. Le Ministère garde les renseignements sur les plaintes reçues concernant le Programme des langues officielles. Ces plaintes sont déposées directement auprès de la Direction des politiques et de la planification stratégique des ressources humaines ou nous parviennent par l'intermédiaire de Commissaire aux langues officielles. La division garde également des listes de chapitons des langues officielles nommés aux missions et dans les directions générales. **Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les éprouves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles :** Étayer et justifier les décisions concernant chaque employé, en matière de dotation, d'admissibilité à la prime au bilinguisme, de mutations et de promotions ; déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. L'accès à cette banque de données est bilingue. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière justification. **Enregistrement (SCT) :** 000358 **Numéro de fichier :** AEC PPE 803

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs antécédents professionnels et leurs projets de carrière, leur formation et leur perfectionnement ; les renseignements sont recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir des dossiers des employés ou des systèmes de données automatisés. Les répondants doivent indiquer s'ils sont autochtones, s'ils souffrent d'un handicap permanent ou s'ils font partie d'un groupe minoritaire visible. Le numéro d'assurance sociale ou un numéro d'emploi peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé.

Catégorie de personnes : Employés du Ministère.

But : Ce fichier contient toute la documentation

nécessaire à la mise en œuvre de la politique d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la Loi sur

les relations de travail dans la Fonction publique. Le fichier permet d'avoir toutes les données au sujet des employés, présentes selon leur sexe et leur groupe cible (femmes, autochtones, handicapés et membres de minorités visibles). Ces renseignements sont utilisés pour réaliser un profil personnel des employés et comparer la situation des membres des groupes cibles avec celle des autres groupes au sein d'une institution fédérale et avec celle des groupes équivalents sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. **Usages compatibles :** Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche et de l'éliminer s'il y a lieu, d'évaluer les progrès du programme et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la fonction publique fédérale. Les renseignements peuvent également être utilisés pour l'établissement des politiques et la planification concernant l'équité en matière d'emploi. **Normes de conservation et de destruction :** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. **Enregistrement (SCT) :** 000370 **Numéro de fichier :** AEC PPE 805

Remboursements non salariaux par le Receveur général pour les chèques du Canada

Description : Ce fichier contient l'adresse postale de chaque employé ou de l'information sur son compte bancaire. **Catégorie de personnes :** Les employés du Ministère qui ont fait une opération financière de nature non salariale pour laquelle ils attendent un remboursement. **But :** Ce fichier a pour but de conserver l'information liée à l'émission de chèques à l'adresse postale d'employés ou à leur banque pour dépôt sur leur compte bancaire. **Usages Compatibles :** Émettre des chèques à l'adresse postale ou à la banque d'un employé.

Destruction : Les dossiers sont détruits six ans après le dernier usage administratif. **Enregistrement (SCT) :** 004047 **Numéro de fichier :** AEC PPE 808

Sécurité personnelle et fiabilité des employés du ministère des Affaires étrangères et du Commerce international

Description : Ce fichier contient des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement. Les renseignements contenus dans le fichier proviennent des employés du gouvernement fédéral et de tiers au Canada et à l'étranger. Le nom des

Fichiers centraux

Gestion du personnel : nominations d'employés

n'appartenant pas au ministère des Affaires

étrangères et du Commerce international

Description : Ce fichier contient des dossiers sur les personnes qui ont été affectées à une mission à l'étranger ainsi que des renseignements quant à leur nomination, à leurs caractéristiques personnelles et aux arrangements administratifs pris à leur intention en prévision de l'affectation.

Catégorie de personnes : Fonctionnaires fédéraux qui ne travaillent pas au ministère des Affaires étrangères et du Commerce international (MAECI) et qui ont été affectés à une mission à l'étranger. **But :** Ce fichier a pour but d'emmagasiner des renseignements portant sur les principes et méthodes applicables à l'affectation à une mission diplomatique canadienne à l'étranger de fonctionnaires fédéraux qui ne travaillent pas au MAECI.

Normes de conservation et de destruction : Les renseignements sont conservés en mémoire pendant deux ans après la fin de l'affectation, puis ils sont détruits.

Numéro de fichier : AEC PCE 701

Fichiers particuliers

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts).

Catégorie de personnes : Employés du Ministère. **But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, et à faciliter les décisions en ce qui a trait aux besoins de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage.

Usages compatibles : Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la cessation d'emploi.

Normes de conservation et de destruction : Pour le groupe exécutif et les agents permanents, les évaluations sont gardées pour toute la durée de l'emploi, et transférées ensuite aux Archives nationales du Canada. Les dossiers sont conservés pendant une période de dix ans pour les employés qui sont inscrits dans le Système d'information des ressources de gestion et pendant une période de trois ans pour les autres employés. Après cette période, les dossiers sont détruits.

Enregistrement (SCT) : 000364

Numéro de fichier : AEC PPE 804

Formation et perfectionnement

Description : Ce fichier contient des renseignements personnels, notamment les demandes de formation et les évaluations subséquentes ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; la correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant les besoins en perfectionnement de chaque employé.

Catégorie de personnes : Le fichier se rapporte aux employés de l'institution. **But :** Il a pour but de fournir la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux.

Usages compatibles : Le fichier sert aussi à approuver et à inscrire la participation des employés à des cours de formation et de perfectionnement et à confirmer les réalisations des employés.

Normes de conservation et de destruction : Les dossiers sont gardés pour la durée de l'emploi, plus un an, jusqu'à ce que les dossiers du personnel soient automatisés, après quoi les dossiers de plus de trois ans seront détruits.

Enregistrement (SCT) : 002507

Numéro de fichier : AEC PPE 806

Gestion du personnel : employés recrutés sur place

Description : Ce fichier contient des données sur les nominations, les évaluations, la classification, le lieu de travail, le traitement, le régime de retraite, la cessation d'emploi, la formation, les déplacements et le statut d'accès SIGNET à distance des employés recrutés sur place par les missions canadiennes à l'étranger.

Catégorie de personnes : Employés recrutés sur place par les missions canadiennes à l'étranger. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration relative aux employés recrutés sur place par les missions canadiennes dans les pays hôtes.

Normes de conservation et de destruction : Les dossiers conservés dans les missions sont détruits six mois après le départ d'un employé. L'administration centrale conserve les dossiers conformément à la politique ministérielle applicable.

Enregistrement (SCT) : 000351

Numéro de fichier : AEC PPE 801

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences ; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la première langue officielle de l'employé, sa date de naissance et son numéro

d'autres ministères relevant d'employés du ministère de la Justice et le personnel d'agence de placement. **But :** L'information a été utilisée pour évaluer l'impact de cette politique et l'efficacité du Bureau de résolution des conflits, ainsi que fournir des recommandations à l'intention du sous-ministre de la Justice. **Normes de conservation et de destruction :** Les données sont conservées pendant deux ans après la dernière action administrative au dossier. **Enregistrement (SCT) :** 004182 **Numéro de fichier :** JUS PPE 808

Système de gestion des salaires
Description : Le Système de gestion des salaires est une banque de données contenant des renseignements personnels sur les employés du ministère de la Justice. Cette banque de données contient également des renseignements sur chacun des postes au Ministère. Les données décrivent pour chaque employé le numéro du poste, la situation, le titre du poste, la classification et le niveau, le salaire, la prime au bilinguisme si nécessaire, et le codage financier. La banque de données réside dans l'ordinateur des agents d'administration et contient uniquement les employés embauchés à l'intérieur de leurs centres de responsabilité. Une banque de données centrale de tous les employés du Ministère est également située dans le secteur de la Gestion intégrée. **Catégorie de personnes :** Employés du Ministère. **But :** Le Système de gestion des salaires est un système de provision salariale pour aider les gestionnaires à gérer leurs budgets de salaires et d'emploies à temps plein pour l'année financière courante. **Normes de conservation et de destruction :** Les données sont en accord avec les Plans généraux d'élimination des documents du gouvernement du Canada. **Enregistrement (SCT) :** 003510 **Numéro de fichier :** JUS PPE 803

Vérification 360 degrés des références
Description : Ce fichier renferme des copies de questionnaires concernant les individus qui ont posé leur candidature à des postes de cadre au ministère de la Justice. Ce questionnaire sert à obtenir des renseignements sur les qualités de direction des candidats, ainsi que leur engagement envers les valeurs du Ministère. Le questionnaire est rempli par les supérieurs, les collègues et les subordonnés des candidats. **Catégorie de personnes :** Les individus

qui ont posé leur candidature à des postes seniors du ministère de la Justice. **But :** Ces renseignements servent à sélectionner les candidats. **Normes de conservation et de destruction :** Les données sont conservées pendant deux ans après la dernière action administrative au dossier. **Enregistrement (SCT) :** 003996 **Numéro de fichier :** JUS PPE 807

Fichiers ordinaires
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Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

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Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

But : L'information permet d'identifier des candidats ayant des profils linguistiques et professionnels précis pour participer à des projets ou échanges. **Normes de conservation et de destruction :** Le fichier est mis à jour périodiquement et les noms des employés qui ont quitté le Ministère sont alors rayés. **Enregistrement (SCT) :** 004184 **Numéro de fichier :** JUS PPE 809

Inventaire linguistique
Description : Ce fichier contient les noms, sections et numéros de téléphone au bureau des employés qui comprennent, parlent, lisent ou écrivent une langue autre que le français ou l'anglais. **Catégorie de personnes :** Les employés du Ministère qui acceptent de faire partie de l'inventaire. **But :** L'information permet d'identifier les employés ayant des compétences linguistiques spécialisées qui désirent participer à des activités nécessitant la connaissance d'autres langues (par exemple, pour communiquer avec des visiteurs étrangers, assister à des réunions avec des délégations au Canada ou à l'étranger). **Normes de conservation et de destruction :** Le fichier est mis à jour annuellement et les noms des employés qui ont quitté le Ministère sont alors rayés. **Enregistrement (SCT) :** 003678 **Numéro de fichier :** JUS PPE 805

Planification de la reprise des activités
Description : Cette banque de données renferme les adresses et numéros de téléphone des employés, les plans d'urgence des secteurs et les analyses de l'incidence des activités. Elle contient également des plans d'équipes, des plans d'urgence généraux et des procédures communes. **Catégorie de personnes :** Les employés du Ministère. **But :** Les renseignements sont compilés pour être utilisés seulement dans des situations d'urgence ou de désastre impliquant le Ministère. Les renseignements serviront à former des équipes pour rétablir les activités essentielles du Ministère. **Normes de conservation et de destruction :** Le fichier est mis à jour annuellement et les noms des employés qui ont quitté le Ministère sont alors rayés. **Enregistrement (SCT) :** 003917 **Numéro de fichier :** JUS PPE 806

Sondage sur la politique de harcèlement
Description : Au printemps 1999, le Comité directeur d'évaluation de la gestion des conflits a mené un sondage à l'interne afin d'évaluer la politique "Pour un milieu de travail à l'abri des conflits et du harcèlement" et les services offerts par le Bureau de résolution des conflits dans le but d'évaluer leur impact sur le milieu de travail. Cette banque de données contient les réponses reçues, soit des questionnaires dûment complétés ou par le biais d'entrevues effectuées par les membres du comité. **Catégorie de personnes :** Tout le personnel du ministère de la Justice, y compris les cadres, les employés embauchés à terme ou pour une période indéterminée, les contractuels, ainsi que les employés du Ministère qui acceptent de faire partie de l'inventaire.

fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière, leur formation et leur affectation ou nomination, il contient également d'autres renseignements tels que les résultats obtenus lors de tests linguistiques et les cotes d'évaluation de rendement. **Catégorie de personnes :** Les avocats du Ministère qui occupent des postes de niveaux LA-2B et au-dessus. **But :** Les renseignements recueillis servent à faciliter la planification des ressources humaines et la gestion de carrière. **Usages compatibles :** Les renseignements sont utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel chargés de la planification des ressources humaines. **Normes de conservation et de destruction :** Les renseignements seront conservés et mis à jour jusqu'à ce que les avocats concernés quittent le Ministère. Les renseignements seront alors acheminés avec les dossiers de l'employé à son nouveau ministère d'embauche ou aux Archives nationales du Canada, selon les circonstances. **No. ADD :** 85/001 **Enregistrement (SCT) :** 003491 **Numéro de fichier :** JUS PPE 801

Grefte de la saisie-arrêt
Description : Ce fichier contient des renseignements sur les employés faisant l'objet d'un bref de saisie-arrêt qui a été décerné dans la Région de la capitale nationale, en vertu de la partie I de la Loi sur la saisie-arrêt et la distraction de pensions, et qui concerne une dette de nature alimentaire ou commerciale. Sont consignés dans ce fichier les ordonnances des tribunaux, les brefs de saisie-arrêt ainsi que des documents administratifs faisant état des renseignements identifiant les personnes concernées. **Catégorie de personnes :** Les employés qui manquent à des obligations financières de nature commerciale ou alimentaire. **But :** Permettre au ministère de la Justice de s'acquitter de son obligation de veiller à l'application de la Loi sur la saisie-arrêt et la distraction de pensions. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de 21 ans. **Enregistrement (SCT) :** 003511 **Numéro de fichier :** JUS PPE 804

Inventaire des profils linguistiques et professionnels
Description : Ce fichier contient des renseignements au sujet des employés du ministère de la Justice intéressés à participer à des projets tant sur la scène nationale qu'internationale et à des échanges avec les partenaires des secteurs public et privé (organismes non-gouvernementaux, autres ministères, universités, etc.). Les renseignements incluent les nom, section, classification, numéros de téléphone et de télécopieur au bureau, profil linguistique, domaines de compétence, expérience au niveau international et adhésion aux barreaux. **Catégorie de personnes :** Les employés du Ministère qui acceptent de faire partie de l'inventaire.

Ministère de la Justice Canada

Chapitre 106

Fichiers particuliers

Base de données pour la vérification des réseaux

électroniques

Description : Ce fichier renferme des données sur l'accès aux réseaux électroniques du Ministère et sur leur utilisation, notamment sur l'Internet et le réseau de courrier électronique. Les systèmes techniques permettent d'enregistrer automatiquement les sites Internet consultés et les adresses de courrier électronique utilisées. Ils permettent également de saisir des données sur l'ordinateur dont l'utilisateur s'est servi pour l'Internet et pour le courrier électronique ainsi que sur l'utilisateur lui-même. Le fichier journal porte le numéro du protocole Internet (PI) de l'employé plutôt que son nom. Il est toutefois possible, en cas de besoin, d'indexer le numéro PI à l'aide d'un renvoi au nom de la personne. Si l'on soupçonne une mauvaise utilisation des réseaux et qu'on fasse enquête à ce sujet, il se peut qu'on surveille ou qu'on lise le contenu des messages et des dossiers électroniques de l'utilisateur et cela, à son insu. **Catégorie de personnes :** Tous les utilisateurs autorisés (notamment les gestionnaires, les employés pour une durée indéterminée et déterminée, les entrepreneurs et les personnes embauchées par l'intermédiaire d'une agence de placement temporaire), sauf les employés des unités de services juridiques ministériels. **But :** En raison des nécessités du service, les réseaux font l'objet d'une vérification périodique pour déterminer s'ils sont en bon état de fonctionnement et cerner les problèmes à résoudre. Par ailleurs, la Division de la sécurité et des services administratifs demande de lui fournir à certains moments les journaux du serveur d'archivage électronique pour veiller à ce que les mesures de sécurité soient respectées. **Usages compatibles :** Après analyse des journaux ou à la suite d'une plainte, s'il est raisonnable de croire qu'une personne utilise le réseau à mauvais escient, l'affaire est portée à l'attention de la Division de la sécurité et des

services administratifs, qui déterminera s'il y lieu d'examiner la question plus avant et de prendre des mesures. Le ministère de la Justice a établi une politique sur l'utilisation des réseaux électroniques, dans laquelle on décrit les usages acceptables de l'Internet et du réseau de courrier électronique. Si un employé ne respecte pas la politique, la vérification servira de preuve documentaire dans le cas où il s'imposerait de prendre d'autres mesures. **Normes de conservation et de destruction :** Les documents doivent être conservés pendant deux ans après la dernière mesure administrative portée au dossier. **Enregistrement (SCT) :** 004242 **Numéro de fichier :** JUS PPE 810

Données relatives à la comptabilisation du temps

Description : Cette banque de données contient les relevés de temps indiquant les heures consacrées au travail, ce à quoi elles ont été consacrées, les heures de congé consignées par les employés, ainsi que les coûts associés aux travaux. **Catégorie de personnes :** Les employés du ministère de la Justice qui sont tenus de comptabiliser leur temps. **But :** Les renseignements contenus dans cette banque de données servent à la gestion des ressources, dont la planification, l'affectation et la justification des ressources, la gestion de la charge de travail et la facturation des clients. **Usages compatibles :** Les gestionnaires peuvent consulter cette banque pour confirmer que les employés, pour rencontrer les exigences du poste, comptabilisent leur temps de façon appropriée. Ce renseignement est utilisé comme un des critères d'évaluation de rendement. **Normes de conservation et de destruction :** Les données sont gardées cinq années après la date de la dernière action au dossier. **Enregistrement (SCT) :** 004245 **Numéro de fichier :** JUS PPE 811

Gestion de carrière

Description : Le fichier contient des renseignements

conservation et de destruction : Les données seront conservées pour deux ans, après quoi elles seront éliminées. **No. ADD** : 98/004 **Enregistrement (SCT)** : 003955 **Numéro de fichier** : IC PPE 800

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

une description de leur contenu.
Autorisations sécuritaires
Cartes d'identification et laissez-passer

d'emplois, la situation d'emploi et lieu de travail des

employés du ministère. Cette base de données contient aussi les opinions ou les idées personnelles des employés sur la satisfaction qu'ils retirent de leur emploi et leur milieu de travail. **Catégorie de personnes** :

Employés d'Industrie Canada travaillant à la Direction générale du contrôle, dans la région de la capitale nationale. **But** : La base de données a pour but d'appuyer les activités internes d'examen des programmes au sein de la Direction générale du contrôle, en particulier en ce qui a trait à l'efficacité et à l'efficacité de celle-ci au chapitre de la fourniture de ses produits et services. **Usages compatibles** : Les données servent à établir des statistiques utilisées par la Direction générale du contrôle pour évaluer le niveau de satisfaction des employés et leur milieu de travail. Elles sont également utilisées aux fins d'élaboration de politiques, de plans et de décisions opérationnelles. **Normes de conservation et de destruction** : Les données sont conservées pour deux ans, après quoi, elles sont éliminées. **No. ADD** :

98/005 **Enregistrement (SCT)** : 003891 **Numéro de fichier** : IC PPE 813

Sondage auprès des employés

Description : Ce fichier contiendra des renseignements tels que la catégorie d'emploi, le lieu de travail, l'âge, et le sexe des employées fédérales. Il contiendra aussi des opinions et des idées personnelles sur les différents aspects de l'environnement de travail tel que la communication interne, le leadership, le développement de carrière et le travail d'équipe. **Catégorie de personnes** : Tous les employés du secteur du Spectre, technologies de l'information et télécommunications (STT) d'Industrie Canada (approximativement 400) et les employés des bureaux régionaux d'Industrie Canada qui ont la responsabilité d'exécuter le mandat du STT au niveau régional (approximativement 400). **But** : Le but du fichier est d'appuyer un exercice de renouveau de secteur du STT. Cette initiative vise à améliorer l'environnement de travail dans son ensemble. **Usages compatibles** : Les renseignements seront utilisés pour aider la gestion et le Conseil des employés du STT à développer des initiatives et mettre en place des pratiques contribuant à améliorer l'environnement de travail. **Normes de**

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et

Chapitre 105

Instituts de recherche en santé du Canada

Normes de conservation et de destruction : Les

données de plus de cinq ans sont archivées électroniquement mais sont accessibles en tout temps.
No. ADD : 98/005 **Enregistrement (SCT)** : 004254
Numéro de fichier : IC PPE 815

Primes d'encouragement

Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et divers programmes propres au Ministère. Ces renseignements peuvent comprendre des curriculum vitae, des évaluations de rendement, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports complètes concernant le programme de prime. **Catégorie de personnes** : Employés de l'institution. **But** : Le fichier a pour but d'identifier les personnes qui ont été nommées pour des primes.

Usages compatibles : Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant six ans et sont ensuite détruits.
No. ADD : 98/005 **Enregistrement (SCT)** : 002561
Numéro de fichier : IC PPE 812

Programme d'affectation

Description : La banque de données peut contenir des curriculum vitae, des évaluations, des accords d'affectation, des renseignements sur les entrevues, des résultats de présentations, des demandes d'employés en vue d'obtenir des formulaires d'affectation et de la correspondance générale. **Catégorie de personnes** : Les employés du gouvernement fédéral qui ont demandé une affectation au Ministère. **But** : Les renseignements seront utilisés pour constituer un répertoire des employés qui sont intéressés à obtenir une affectation. **Usages compatibles** : Les renseignements sont utilisés pour déterminer, aux fins de présentation, les employés qui sont intéressés à obtenir une affectation. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de deux ans après la fin du processus d'affectation. **No. ADD** : 98/005

Enregistrement (SCT) : 002905 **Numéro de fichier** : IC PPE 803

Programme de médiateur

Description : Ce fichier contient des demandes faites par les employés(es) concernant la possibilité de faire des changements ou des investigations dans des situations de travail. L'information consistera des noms de demandeurs, de collègues ou de superviseurs. **Catégorie de personnes** : Employés du ministère.

Rétroaction des employés

Description : La base de données contient des renseignements portant, entre autres, sur les catégories

But : Ce fichier sert à donner au médiateur des renseignements pour investiguer des allégations ou des situations et recommandera ou servira d'intermédiaire de solutions où possible. Ce processus se fera à l'extérieur des procédures de grief/d'appel habituel. **Normes de conservation et de destruction** : La conservation et destruction de ce fichier sont à définir.
Enregistrement (SCT) : 003003 **Numéro de fichier** : IC PPE 808

Remboursement d'employé

Description : La Banque d'information personnelle contiendra les noms des employés ainsi que leurs adresses de domicile. **Catégorie de personnes** : Employés du ministère. **But** : Fournir les noms et adresses postales des employés du ministère afin que les chèques de remboursement de dépenses soient postés directement aux résidences par Travaux publics et Services gouvernementaux Canada. **Usages compatibles** : Ce fichier de renseignements est visé pour l'usage interne seulement. On ne prévoit aucun couplage des données. **Normes de conservation et de destruction** : Les dossiers seront retenus pendant six ans puis détruits. **No. ADD** : 99/004 **Renvoi au dossier** # : IST IST 914 **Enregistrement (SCT)** : 003218 **Numéro de fichier** : IC PPE 806

Renseignements personnels divulgués à des organismes d'enquête fédéraux

Description : Conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels, ce fichier a été établi dans le but de conserver les copies des demandes de renseignements personnelles présentées par des organismes d'enquête fédéraux autorisés en vertu de l'alinéa 8(2)(e) de la Loi. Seules les demandes provenant d'organismes d'enquête dûment autorisés par la Loi sur la protection des renseignements personnels sont prises en considération, aux fins d'exécution des lois du Canada ou d'une province ou dans le cadre d'une enquête légale. **Catégorie de personnes** : Employés fédéraux ayant été le sujet d'une demande présentée par des organismes d'enquête fédéraux autorisés en vertu de la Loi. **But** : Ce fichier a pour but de permettre aux personnels d'examiner les communications de renseignements faites à un organisme d'enquête conformément à la Loi. **Normes de conservation et de destruction** : Les renseignements contenus dans ce fichier sont conservés pendant deux ans et sont ensuite transférés aux Archives nationales du Canada. **No. ADD** : 98/001 **Renvoi au dossier** # : EIR ACC 285 **Enregistrement (SCT)** : 002012 **Numéro de fichier** : IC PPE 801

également utilisées aux fins d'élaboration de politiques, de plans et de décisions opérationnelles. **Normes de conservation et de destruction** : Les données sont conservées pour deux ans, après quoi, elles sont éliminées. **Enregistrement (SCT)** : 003892 **Numéro de fichier** : IC PCE 702

Fichiers particuliers

Banque de mentors

Description : Cette banque contient des informations personnelles sur les employés telles leur curriculum vitae, le type d'aide qu'ils préfèrent offrir ou qu'ils recherchent et les groupes d'employés avec lesquels ils préfèrent agir. L'information est recueillie à l'aide d'un questionnaire et/ou au cours d'une entrevue. **Catégorie de personnes** : Tous les employés du ministère. **But** : Ce fichier a pour but de coordonner le programme de mentorat du ministère. **Usages compatibles** : L'information recueillie sera utilisée pour maximiser la compatibilité entre les mentors et les protégés.

Normes de conservation et de destruction : Le dossier sera maintenu aussi longtemps que l'employé senior est actif dans le programme et mentorat ou deux ans après la dernière action administrative et ensuite détruit. **No. ADD** : 98/005 **Enregistrement (SCT)** : 003668 **Numéro de fichier** : IC PPE 807

Base de données de vérification des visites sur Internet

Description : La banque renferme des renseignements sur l'accès à Internet par le truchement du réseau ministériel d'Industrie Canada, plus particulièrement sur les sites Internet visités par les employés du Ministère. La base de données indique les sites Internet visités sur Internet, ainsi que l'adresse IP de l'employé. Le nom même de la personne ne figure pas dans la base de données, mais l'adresse IP peut y renvoyer au besoin. **Catégorie de personnes** : Tous les employés du Ministère. **But** : La banque a pour but de permettre une vérification rétrospective des sites Internet visités sur l'Internet par les employés d'Industrie Canada. Le Ministère a établi une politique sur l'utilisation d'Internet dans laquelle sont énoncées les utilisations acceptables d'Internet par le personnel. Si un employé entre les dispositions de la politique, la vérification servira à étayer, au besoin, la prise des mesures nécessaires. **Usages compatibles** : Les renseignements que contient la banque seront fournis à la demande du service de sécurité d'Industrie Canada. Ces renseignements sont communiqués au service de sécurité d'Industrie Canada lorsqu'un employé d'Industrie Canada a utilisé Internet à mauvais escient. **Normes de conservation et de destruction** : Les renseignements figurant dans la base de données de vérification sont conservés pendant une période de deux ans. Ils sont ensuite détruits. **No. ADD** : 98/001 **Enregistrement (SCT)** : 003979 **Numéro de fichier** : IC PPE 816

Cartes de voyage personnelles Amex

Description : Ce fichier contient les formulaires de demandes de cartes Amex. **Catégorie de personnes** : Employés du Ministère. **But** : Ce fichier sert à fournir une carte de crédit personnelle parannée par le gouvernement aux employés qui voyagent fréquemment afin d'acquitter des frais de voyage. **Usages compatibles** : Les rapports d'activité mensuels sont utilisés afin de déterminer si les paiements sont effectués à la date d'échéance. Ils sont aussi utilisés dans le but d'identifier les comptes sérieusement en retard lorsqu'Amex demande de l'aide dans le recouvrement d'un compte. **Normes de conservation et de destruction** : Les formulaires de demandes sont conservés pour deux ans après le dernier usage de la carte. **No. ADD** : 99/004 **Enregistrement (SCT)** : 002562 **Numéro de fichier** : IC PPE 811

Développement — cadres supérieurs

Description : Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière et leur formation. Il contient également des renseignements tels que leur date de naissance, la langue officielle qui est leur langue maternelle, les résultats obtenus suite à des tests linguistiques et les cotes d'évaluation de rendement. **Catégorie de personnes** : Les employés du Ministère qui occupent des postes dans la catégorie de la haute direction, ainsi que ceux des niveaux EX-1 et EX-2. **But** : Le fichier vise à faciliter la planification des ressources humaines et des carrières. **Usages compatibles** : Les renseignements seront utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel qui s'occupent de planification des ressources humaines. **Normes de conservation et de destruction** : Les dossiers seront conservés et mis à jour jusqu'à ce que les employés en question quittent le Ministère, ils seront alors détruits ou deux ans après la dernière action administrative. **Enregistrement (SCT)** : 002711 **Numéro de fichier** : IC PPE 810

Peoplesoft/HRMS

Description : Cette banque de données contient l'information suivante : Secteur, Direction générale, nom, CDDP, sexe, première langue officielle, classification et lieu de travail. Il s'agit d'un système de gestion des ressources humaines automatisé qui contient des données sur la gestion des postes et des décisions de classification, gestion des effectifs y compris les affectations, gestion des priorités, gestion de la formation, gestion des relations de travail, langues officielles, équité en matière d'emploi, rémunération et congé. **Catégorie de personnes** : Tous les employés d'Industrie Canada. **But** : Gestion des ressources humaines à l'Industrie Canada tel que décrit dans la section "description".

Industrie Canada

Chapitre 104

Fichiers centraux

Dossiers en matière de conflits d'intérêts
Description : Ce fichier contient des renseignements relatifs aux activités privées, aux biens et aux exiguïtés des personnes visées par le Code régissant la conduite des titulaires de charges publiques en ce qui concerne les conflits d'intérêts et l'après-mandat. **Catégorie de personnes :** Les lieutenants-gouverneurs, les ministres, leur personnel exclu, les secrétaires parlementaires, les personnes nommées par le gouvernement en conseil et toutes les personnes nommées à une charge à plein temps par un ministre qui sont ou ont été assujettis au Code. **But :** Le fichier a pour objet de réunir de l'information relative à la mise en application du Code régissant la conduite des titulaires de charges publiques en ce qui concerne les conflits d'intérêts et l'après-mandat. **Usages compatibles :** Les données peuvent servir à établir des précédents dans la mise en application des directives en matière de conflits d'intérêts et de l'après-mandat et à extraire une partie des renseignements qui seront versés et maintenus dans un registre public (<http://strategis.gc.ca/SSGF/oe0001f.htm>) tel qu'énoncé dans le Code. **Normes de conservation et de destruction :** Les données sont en général conservées pour une période de deux ans après que la personne a cessé d'être titulaire d'une charge publique,

selon le plan 5 des Plans généraux d'élimination des documents du gouvernement du Canada. **No. ADD :** 98/001 **Renvoi au dossier # :** IC IC 140 **Enregistrement (SCT) :** 000130 **Numéro de fichier :** IC PCE 701

Rétroaction des clients et de la collectivité fonctionnelle
Description : La base de données contient des renseignements portant, entre autres, sur les catégories d'emplois, la situation d'emplois et lieu de travail des employés du gouvernement fédéral. Cette base de données contient aussi les opinions ou les idées personnelles sur la satisfaction de la clientèle. **Catégorie de personnes :** Employés d'Industrie Canada de tous les coins du pays sélectionnés au hasard, employés d'autres ministères fédéraux comme le Secrétariat du Conseil du Trésor et Travaux publics et Services gouvernementaux Canada, qui utilisent les produits et services de la Direction générale du contrôle. **But :** La base de données vise à appuyer les activités internes d'examen des programmes au sein de la Direction générale du contrôle, en particulier en ce qui a trait à l'efficacité de celle-ci au chapitre de la fourniture de ses produits et services. **Usages compatibles :** La Direction générale du contrôle utilise ces données pour établir des statistiques servant à évaluer la satisfaction de ses clients et de la collectivité fonctionnelle. Elles sont

personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme policiers occasionnels. Ces renseignements donnent un aperçu chronologique de la carrière de ces personnes au sein de la Gendarmerie. Ils englobent notamment les demandes d'emploi, les informations relatives aux triage sécuritaire, le traitement, les évaluations et les notes de service indiquant les raisons de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leur nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont servi afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes :** Personnes qui ont postulé et obtenu un emploi de policier occasionnel ou d'employé civil temporaire au sein de la GRC. **But :** Ce fichier a pour but de consigner des renseignements qui ont été complés dans le cadre du processus d'engagement des policiers occasionnels et des employés civils temporaires. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi. **Usages compatibles :** Ce fichier est utilisé pour prendre des décisions concernant l'engagement, la solde, les affectations et la continuation du service. Il peut également servir aux fins de la recherche, de la planification de l'évaluation et des statistiques. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité) ; GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers contenus dans ce fichier sont conservés au quartier général de la division d'affectation des sujets durant une période minimale d'une année civile suivant la cessation d'emploi, et ensuite, on les transmet au Centre national des documents du personnel des Archives nationales du Canada où on les conserve jusqu'à ce que le sujet du dossier atteigne l'âge de 70 ans. **No. ADD :** 2000/30 **Renvoi au dossier # :** GRC 918 **Enregistrement (SCT) :** 001022 **Numéro de fichier :** GRC PPE 810

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements personnels sur les membres réguliers, civils, et spéciaux, ainsi que sur les postulants de la GRC. Il

permet d'évaluer la participation des minorités visibles conformément au paragraphe 16(1) de la Loi canadienne sur les droits de la personne (programme spécial). Les renseignements indiquent si les membres et postulants sont autochtones, de race blanche ou d'une autre race ; leur origine ethnique ; leurs incapacités. Les renseignements se rapportant au programme d'équité en matière d'emploi seront conservés à la Direction générale à Ottawa et ils seront accessibles uniquement aux personnes affectées aux programmes d'équité en matière d'emploi. Outre ce qui est demandé sur la formule de renseignements personnels, les membres doivent donner leur nom complet et leur numéro de matricule. Les postulants doivent donner leur nom complet seulement. **Catégorie de personnes :** Membres réguliers, civils et membres spéciaux ainsi que les postulants de la GRC. **But :** Ces données servent à dresser un tableau complet de la répartition des membres par groupes cibles (p. ex. autochtones, personnes handicapées) et des membres appartenant à des minorités visibles. Ces renseignements permettent de connaître le profil du personnel, des membres, et des postulants, de connaître le taux de participation des membres de groupes désignés par rapport aux membres de groupes, et d'établir des objectifs touchant la participation des minorités visibles à la GRC en conformité avec la loi de l'équité en matière d'emploi. **Usages compatibles :** Les renseignements seront utilisés à des fins institutionnelles dans le cadre du programme d'équité en matière d'emploi du gouvernement en vue de relever et de supprimer toute forme de discrimination systémique au chapitre de l'emploi et d'adopter des mesures permettant d'assurer la participation et la représentation équitable des groupes cibles à la Gendarmerie. Ces renseignements peuvent être utilisés à des fins de réglementation et de planification touchant l'équité en matière d'emploi ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC) ; GRC PPE 806 (Dossiers sur la solde des membres de la GRC) ; GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les renseignements peuvent se trouver dans des dossiers

ou le personnel des services de santé régionaux ou divisionnaire (SSR-D) se servent de ces dossiers pour établir si les membres réguliers et civils sont aptes à exécuter leurs fonctions, y compris des fonctions policières à l'étranger et pour formuler des recommandations touchant les affectations, l'avancement ou le service continu dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures ou à un décès survenus en cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC et ils peuvent servir à établir la pertinence d'une affectation lorsque l'état de santé est un facteur à considérer. L'information peut être révélée à un commandant ou à l'officier approprié si, selon l'opinion de l'officier responsable du CNDSS ou du personnel des SSR-D, des circonstances exceptionnelles le justifient afin d'assurer la sécurité du public ou de conférer ; l'information peut aussi être révélée à des médecins ou psychologues apointés à une commission médicale et à un médecin pour assurer la continuité d'un traitement et au responsable du programme dentaire. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification de l'évaluation et des statistiques ainsi que pour le couplage des données avec les systèmes PARADE, FARS et SIS de la GRC. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

conservation et de destruction : Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD :** 2000/30 **Renvoi au dossier # :** GRC GRC 922 **Enregistrement (SCT) :** 001020 **Numéro de fichier :** GRC PPE 808

Dossiers sur la solde des membres de la GRC

Description : Ce fichier contient des renseignements qui donnent un aperçu chronologique de la solde du membre, des allocations, des heures supplémentaires, des retenues, des dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance et autres sujets pertinents, y compris la correspondance envoyée au ministère des Travaux publics et services gouvernementaux Canada qui s'occupe du fonctionnement du système de paye. Le numéro d'assurance sociale est utilisé et conservé dans ce fichier à la demande de Revenu Canada. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui

figurent sur le formulaire de demande d'accès à des renseignements personnels et ils doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le Système de frais pour les logements de possession gouvernementale. **Catégorie de personnes :** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme employés autre que les employés de la Fonction Publique. **But :** Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. Une liste des destinataires est maintenue de concert avec le ministère des Travaux publics et services gouvernementaux Canada pour raison de pension. Le numéro d'assurance sociale est utilisé pour les gains et déductions qui doivent apparaître sur les formulaires T-4 et Relevé 1. Cette information est éventuellement transmise à Santé et Bien-être Social Canada pour l'administration du Régime de pensions du Canada. **Usages compatibles :** Ces renseignements sont utilisés aux fins de la vérification, de la recherche, de la planification, de l'évaluation et des analyses statistiques et peut aussi servir pour le couplage des données dans les fichiers suivants : GRC PPE 804 (Dossiers des grets des membres de la GRC) ; GRC PPE 801 (Dossiers des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; Zynindex, un système d'exploitation utilisé pour versé des données suite à des demandes de réclamation. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers de la solde sont conservés jusqu'au moment où le sujet atteint l'âge de 70 ans. Les dossiers de Bienfaisance sont conservés par la GRC pour une période de six ans après le paiement final et pour une période de deux ans si la demande n'est pas acceptée. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **ADD :** 78/001 **Renvoi au dossier # :** GRC GRC 925 **Enregistrement (SCT) :** 001018 **Numéro de fichier :** GRC PPE 806

Policiers occasionnels/employés civils temporaires
Description : Ce fichier renferme des renseignements

enquête sur une plainte contre la GRC ou un de ses membres. Ces renseignements peuvent aussi être utilisés pour la recherche, la planification, l'évaluation et l'analyse. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers des membres de la GRC) ; GRC PPE 802 (Dossier de service des membres de la GRC) ; GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 806 (Dossiers sur la solde des membres de la GRC) ; GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 70 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

No. ADD : 2000/30 Renvoi au dossier # : GRC GRC 926 **Enregistrement (SCT) :** 001017 **Numéro de fichier :** GRC PPE 805

Dossiers médicaux des membres de la GRC et d'autres personnes demandant une affectation à des fonctions policières à l'étranger

Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils ainsi que sur d'autres personnes affectées à des fonctions policières à l'étranger. Les renseignements contenus dans ce fichier donnent un aperçu de l'histoire médicale du membre alors qu'il était à l'emploi de la GRC ou après son licenciement, s'il continue à recevoir des traitements médicaux aux frais de l'État. Les renseignements portent en outre sur le dossier médical des personnes affectées à des fonctions policières à l'étranger. Les dossiers médicaux contiennent de la correspondance, des rapports et des formules se rapportant à l'hospitalisation, aux traitements chirurgicaux, médicaux et dentaires, aux évaluations psychiatriques et psychologiques, résultats des épreuves de condition physique et des résultats, aux services rendus en vertu du programme d'assistance aux membres, et la catégorie médicale de ces derniers, ainsi que des rapports portant sur les blessures subies et les maladies contractées en cours de service. On peut aussi y trouver des renseignements sur l'état de

santé de la famille immédiate ou des proches parents du membre. On peut trouver le numéro d'assurance sociale dans les dossiers médicaux ou les documents reçus du Centre médical de la Défense nationale au sujet des membres qui ont reçu des soins ou des traitements médicaux de cet organisme. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels, et indiquer leur nom, prénoms et numéro matricule, ainsi que leur numéro d'insigne ou leur numéro d'emploi de la fonction publique. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. On peut trouver aussi des renseignements médicaux dans le répertoire de renseignements personnels au chapitre Affaires des anciens combattants.

Catégorie de personnes : Personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils, leurs familles immédiates et leurs proches parents. **But :** Ce fichier a pour but d'établir si les membres réguliers, membres spéciaux ou membres civils et les personnes qui sont affectées à des fonctions policières à l'étranger ou qui ont demandé à l'être sont aptes à exécuter leurs fonctions et pour formuler des recommandations touchant les affectations, l'avancement ou le service continué dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins et dentistes en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures ou à un décès survenus au cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques. On se sert des renseignements sur la famille et les proches parents en vue d'établir la pertinence d'une affectation dans certaines régions lorsque les personnes accompagnent le membre, ou pour accorder des affectations pour raisons de famille fondées sur l'état de santé. Les informations médicales serviront à déterminer si les personnes sont aptes à être affectées à des fonctions policières à l'étranger. Le numéro d'assurance sociale n'est ni exigé ni utilisé par la GRC. Toutefois, le centre médical de la Défense nationale s'en sert pour identifier le patient et pour la comptabilité. **Usages compatibles :** L'Officier responsable du Centre national de décisions des services de santé (CNDSS)

générale et aux divisions sur les individus qui ont réussi avec succès le cours d'infiltration et obtenu de la Direction générale un numéro de code. Si vous désirez avoir accès à ces dossiers, veuillez indiquer si vous avez reçu une formation comme agent d'infiltration ou un numéro de code. De plus, indiquez dans quelle division ou dans quel service les dossiers sont retenus. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système d'information sur les langues officielles (SILQ), le système de soutien bureaucratique de la GRC (ROSS). **Catégorie de personnes :** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve. **But :** Ce fichier a pour but de consigner des renseignements afin de prendre des décisions relatives à l'avancement, aux affectations et au service continu. **Usages compatibles :** Ces renseignements peuvent également être utilisés au chapitre de la recherche, de la planification, de l'évaluation et des analyses statistiques ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers ; GRC PPE 804 (Dossiers des griets des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC) ; GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD :** 2000/30 **Renvoi au dossier # :** GRC GRC 918 **Enregistrement (SCT) :** 001013 **Numéro de fichier :** GRC PPE 801

Dossiers disciplinaires actifs et annulés des membres de la GRC

Description : Ce fichier renferme des renseignements personnels sur les membres réguliers, les membres spéciaux et les membres civils qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada et qui ont fait l'objet de mesures disciplinaires

ou qui ont fait preuve de mauvaise conduite. Les dossiers disciplinaires actifs et annulés peuvent contenir les rapports d'enquête relative au Code de déontologie en vertu de la Partie IV de la Loi sur la GRC qui justifient les mesures disciplinaires prises à l'égard du membre ; les réprimandes, les avertissements, les rapports de tribunaux de services simples, mesures disciplinaires et des comités d'arbitrage graves, les appels, les comités et toute la documentation pertinente ; les suspensions, les décisions annulées, les dossiers relatifs aux infractions statutaires commises par des membres y compris les enquêtes, les décisions des tribunaux et les appels, la documentation concernant la mauvaise conduite présumée, la documentation relative au licenciement obligatoire résultant de mauvaise conduite et aux décisions. La documentation relative au licenciement obligatoire pour des raisons autres que l'inconduite et les infractions criminelles peut être conservée dans le fichier GRC PPE 801 «Dossiers des membres de la GRC» ou le fichier GRC PPE 802 «Dossiers de service des membres de la GRC.» Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS). **Catégorie de personnes :** Membres réguliers, membres spéciaux et membres civils qui ont été ou sont présentement à l'emploi de la Gendarmerie et qui ont été l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite. **But :** Ce fichier a pour but de consigner des renseignements afin de prendre des décisions concernant les suspensions, les réprimandes, les avertissements, les peines du tribunal de service, les sanctions d'un comité d'arbitrage, mesures disciplinaires officielles ou officielles, les amendes, les lacunes, les licenciements, les rétrogradations, les affectations, l'avancement, le service continu, les appels, les poursuites criminelles, les enquêtes, l'admissibilité au traitement médical et les pensions. **Usages compatibles :** Le Comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC ou un de ses membres. Les mesures disciplinaires prises contre un membre de la GRC suite à une plainte de harcèlement peuvent être divulguées au plaignant lors de plainte fondée. Le comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC peuvent utiliser ces renseignements pour s'enquérir d'un griet ou

PPE 801 (Dossiers des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers ; GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC ; GRC PPE 806 (Dossiers sur la solde des membres de la GRC) ; GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers contenus dans ce fichier sont supprimés cinq ans après le règlement des griefs. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD : 2000/30 Renvoi au dossier # :** GRC GRC 926 **Enregistrement (SCT) :** 001016 **Numéro de fichier :** GRC PPE 804

Dossiers des membres de la GRC

Description : Ce fichier renferme des renseignements qui donnent un aperçu de l'état de service du membre. Il contient les documents suivants : résultats du programme de formation de base des recrues (système informatique LAN), évaluations faites suite à la formation, recommandations en vue d'une promotion ou d'une mutation, rapports d'entrevues, appréciations de rendement, document personnel PARADE (forme 816), ou renseignements portant sur le personnel recueillis dans le cadre du programme des aspirants officiers, conseils et orientation fournis, créances à recouvrer, les mutations pour raisons personnelles, les citations, les médailles, les avis d'erreur et les documents pertinents, résultats d'évaluation de la langue seconde, profil linguistique. Ce fichier contient également de la documentation dans le cas où un membre de la GRC est licencié ou rétrogradé pour motif de rendement insatisfaisant. Les évaluations faites à la suite de la formation peuvent aussi être conservées dans le fichier GRC PPU 080. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les renseignements doivent indiquer l'endroit où les renseignements doivent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS). **Catégorie de personnes :** Membres réguliers ou civils de la GRC. **But :** Ce fichier a pour but de consigner des renseignements qui sont utilisés par la GRC afin de résoudre les griefs et les appels qui ont été formulés en vertu de la partie III de la Loi sur la GRC ou en vertu d'une autre procédure révisée par cette partie. **Usages compatibles :** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la formation, de la planification, de l'évaluation et des statistiques et par le comité externe d'examen de la GRC dans le cadre des griefs. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants) ; GRC PPU 090 (Distinctions et récompenses) ; GRC

Dossiers des griefs des membres de la GRC

Description : Ce fichier renferme les griefs formulés officiellement par des membres réguliers, des membres spéciaux ou des membres civils de la GRC, concernant un aspect quelconque de leur service. Il renferme aussi les réponses aux griefs et leur règlement définitif. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS). **Catégorie de personnes :** Membres réguliers ou civils de la GRC. **But :** Ce fichier a pour but de consigner des renseignements qui sont utilisés par la GRC afin de résoudre les griefs et les appels qui ont été formulés en vertu de la partie III de la Loi sur la GRC ou en vertu d'une autre procédure révisée par cette partie. **Usages compatibles :** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la formation, de la planification, de l'évaluation et des statistiques et par le comité externe d'examen de la GRC dans le cadre des griefs. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité) ; GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers que contient ce fichier sont conservés durant une période minimale de deux années civiles suivant la cessation d'emploi. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD : 2000/30 Renvoi au dossier # :** GRC GRC 918 **Enregistrement (SCT) :** 001023 **Numéro de fichier :** GRC PPE 811

Description : Ce fichier renferme les griefs formulés officiellement par des membres réguliers, des membres spéciaux ou des membres civils de la GRC, concernant un aspect quelconque de leur service. Il renferme aussi les réponses aux griefs et leur règlement définitif. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS). **Catégorie de personnes :** Membres réguliers ou civils de la GRC. **But :** Ce fichier a pour but de consigner des renseignements qui sont utilisés par la GRC afin de résoudre les griefs et les appels qui ont été formulés en vertu de la partie III de la Loi sur la GRC ou en vertu d'une autre procédure révisée par cette partie. **Usages compatibles :** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la formation, de la planification, de l'évaluation et des statistiques et par le comité externe d'examen de la GRC dans le cadre des griefs. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants) ; GRC PPU 090 (Distinctions et récompenses) ; GRC

ainsi désigné, il est détruit. **No. ADD : 78/001 Renvoi au dossier # : GRC GRC 918 Enregistrement (SCT) : 001019 Numéro de fichier : GRC PPE 807**

Dossiers de service des membres de la GRC

Description : Ce fichier renferme des renseignements qui donnent un aperçu chronologique de la carrière du membre. Les dossiers contiennent les documents relatifs aux demandes d'emploi et d'engagement, les avis de mutation et de changement, les certificats personnels, des renseignements sur les assurances, les déclarations de blessures et d'incapacité des membres et des témoins, les pensions, les lettres de nomination et de licenciement, le certificat de triage sécuritaire ainsi que le numéro d'assurance sociale (NAS), obtenu des lois fédérales, pour l'administration du Régime de pensions du Canada, de la Loi sur l'assurance-emploi et de la Loi de l'impôt sur le revenu. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent également indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements personnels auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes :** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve. **But :** Ce fichier a pour but de consigner des renseignements, y compris les numéros d'assurance sociale qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. **Usages compatibles :** Ces renseignements peuvent être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers des membres de la GRC) ; GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC) ; GRC PPE 806 (Dossiers sur la solde des membres de la GRC) ; GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la

protection des renseignements personnels. Ces

renseignements sont transmis au ministère des fonds de pension et des demandes d'indemnités d'assurance. Ces dossiers sont conservés dans les fichiers de renseignements personnels du ministère des Approvisionnement et Services. Ils peuvent également être utilisés pour justifier les demandes d'indemnités pour incapacité en cas de blessure ou de décès survenu en cours de service, en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC, ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Les évaluations concernant les pensions pour incapacité ou décès sont conservées dans les fichiers de renseignements personnels du ministère des Affaires des anciens combattants et doivent être consultées par l'entremise de ce ministère. **Normes de conservation et de destruction :** Les renseignements contenus dans ce fichier sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD : 2000/30 Renvoi au dossier # : GRC GRC 918 Enregistrement (SCT) : 001014 Numéro de fichier : GRC PPE 802**

Dossiers des employés municipaux à l'emploi de la GRC

Description : Ce fichier renferme des renseignements personnels sur les employés municipaux qui travaillent ou qui ont travaillé pour la Gendarmerie royale du Canada aux termes d'une entente contractuelle avec la municipalité concernée. Ces renseignements donnent un aperçu chronologique de la carrière de la personne au sein de la Gendarmerie royale du Canada. Ils englobent notamment les formules relatives à l'emploi, les informations se rapportant au triage sécuritaire, le traitement initial, les certificats de paye, les demandes d'augmentation salariale, les dossiers des congés de maladie ou de congé, et les évaluations et notes de service stipulant la raison de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer également leur nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes :** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve. **But :** Ce fichier a pour but de consigner des renseignements, y compris les numéros d'assurance sociale qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. **Usages compatibles :** Ces renseignements peuvent être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers des membres de la GRC) ; GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC) ; GRC PPE 806 (Dossiers sur la solde des membres de la GRC) ; GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la

protection des renseignements personnels. Ces

(Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : La GRC conserve les documents pendant la durée de l'emploi, plus deux ans, après quoi les documents sont détruits. **No. ADD** : 86/001 **Enregistrement (SCT)** : 002102 **Numéro de fichier** : GRC PPE 815

Dossiers administratifs généraux de la GRC
Description : Ce fichier renferme des dossiers et de la correspondance connexe sur l'acquisition, la distribution et l'élimination des uniformes et de l'équipement de la GRC, l'enregistrement des armes réglementaires, les cartes de circulation et les permis de stationnement. Il contient en outre d'autres renseignements sur divers sujets où la GRC peut accorder ou refuser certains avantages ou privilèges. En raison de la nature des dossiers administratifs généraux, les données contenues dans ce fichier ne sont pas toujours répertoriées sous le nom d'une personne en particulier. En plus de se conformer aux exigences indiquées sur la formule de demande d'accès à des renseignements personnels, les personnes doivent donner suffisamment de détails concernant leur premier contact avec la GRC, y compris la date approximative, le lieu, le numéro matricule et la nature de l'avantage ou du privilège concerné. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. **Catégorie de personnes** : Personnes qui sont ou qui ont été à l'emploi de la Gendarmerie royale du Canada en vertu d'un contrat de service. **But** : Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada. **Usages compatibles** : Ces renseignements peuvent également servir aux fins de la recherche, de la planification, de l'évaluation et des analyses statistiques et servir pour le couplage de données dans les fichiers suivants : GRC PPE 806 (Dossiers sur le solde des membres de la GRC) ainsi que dans les systèmes d'entretien d'équipements et parade comme répertoire. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers sont

conservés au moins deux ans après la date de la dernière correspondance. Dans le cas du dossier sur les effets et équipements, les dossiers sont conservés pour une période de douze mois après la date de la transaction et conservés sur ruban d'appui pour une période additionnelle de quatre ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas

renseignements qu'il contient peuvent également servir à l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaire et relative à la fiabilité) ; GRC PPU 807 (Dossiers administratifs généraux de la GRC ainsi que le système d'entretien d'équipement. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers que contient ce fichier sont conservés durant une période minimale de deux années civiles suivant la cessation d'emploi. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. ADD** : 2000/30 **Renvoi au dossier #** : GRC GRC 918 **Enregistrement (SCT)** : 001021 **Numéro de fichier** : GRC PPE 809

Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat
Description : Ce fichier contient les demandes de participation à des activités extérieures selon les rapports d'enquêtes et la correspondance concernant les conflits réels ou potentiels, entre les intérêts privés et les fonctions et responsabilités officielles du membre. **Catégorie de personnes** : Tous les membres de la GRC. **But** : Ce fichier a pour but de relever les situations de conflits d'intérêts réels ou potentiels chez les membres de la G.R.C., de consigner les conflits d'intérêts potentiels. **Usages compatibles** : Les renseignements servent à régler les situations de conflits d'intérêts réels ou potentiels et à appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Ils permettent aux agents désignés de déterminer si un ancien membre respecte les mesures d'observation de l'après-mandat qui lui sont applicables. Cette mesure influe sur la capacité du membre quant à sa façon de traiter avec l'ancien membre. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC) ; GRC PPE 804 (Dossiers des gérants des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC) ; GRC PPE 806 (Dossiers sur la solde des membres de la GRC) ainsi que dans les systèmes d'entretien d'équipements et parade comme répertoire. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers sont

Gendarmerie royale du Canada

Chapitre 103

Fichiers particuliers

Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers

Description : Ce fichier renferme des curriculum vitae, des indicateurs de rendement, des recommandations des comités de promotion/mutation ou des conseils d'évaluation, les résultats d'examen de promotion et/ou les résultats d'entrevues devant le comité de promotion, ou des renseignements sur les postes qui sont comparés, des tableaux de comparaison concernant la sélection du personnel et des descriptions de tâches. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les renseignements suivants concernant le poste pour lequel les mesures de dotation ont été prises sont également nécessaires : division/direction, fonction, année et si possible Service. Pour les aspirants officiers, la date à laquelle le conseil d'appréciation des aspirants officiers a été tenu doit figurer. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans le système "Information sur les examens".

Catégorie de personnes : Tous les gendarmes, les sous-officiers, les gendarmes spéciaux, les membres spéciaux et les membres civils qui ont écrit l'examen de promotion et/ou se sont présentés devant le comité de promotion ou qui ont été considérés pour une promotion ou une mutation latérale par les jurys des promotions/mutations et qui se sont présentés devant le conseil d'appréciation des aspirants officiers en tant que postulants au grade d'officier et tous les officiers, les membres civils et les gendarmes spéciaux, les membres spéciaux ou son pour de l'avancement par le Commissaire ou son délégué.

But : Ce fichier a pour but de consigner des renseignements qui servent à choisir des candidats en vue de promotions et de nominations au grade d'officier, ainsi qu'à remplir des postes ainsi que dans la révision des griffes découlant de ces mesures.

Usages compatibles : Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 090

(Distinctions et récompenses) ; GRC PPE 801 (Dossiers de membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 804 (Dossiers des griffes des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC ; GRC PPE 806 (Dossiers sur la solde des membres de la GRC) ; GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers dans ce fichier sont conservés pendant un minimum de cinq ans après la date du dernier document. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

ADD : 2000/30 **Renvoi au dossier # :** GRC GRC 920 **Enregistrement (SCT) :** 001015 **Numéro de fichier :** GRC PPE 803

Auxiliaires de police

Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada comme auxiliaires de police. Ces renseignements portent sur l'embauche, le service et la cessation d'emploi des auxiliaires de police de la GRC. Le fichier peut aussi contenir des rapports d'activités et d'appréciation, ainsi que des renseignements relatifs au triage sécuritaire. Les personnes qui veulent consulter ce fichier doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leur nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande.

Catégorie de personnes : Personnes qui ont postulé et obtenu un emploi d'auxiliaire de police.

But : Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre de processus d'engagement des postulants à un poste d'auxiliaire de police.

Usages compatibles : Ce fichier est utilisé pour prendre des décisions concernant la continuation du service au sein de la GRC. Les

Financement agricole Canada

Chapitre 102

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations

volontaires faites par les employés concernant des

situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les

conflits d'intérêt potentiels et réels entre les fonctions

officielles des employés et leurs intérêts privés ou les

valeurs immobilières qu'ils possèdent. **Catégorie de**

personnes : Tous les employés. **But :** Ce fichier contient

des renseignements concernant des situations de conflit

d'intérêt potentiel ou réel pour les employés des

ministères et organismes fédéraux. Il sert à consigner les

conflits d'intérêt potentiels et à résoudre les situations

réelles de conflit d'intérêt. **Usages compatibles :**

Appuyer les décisions sur des situations potentielles de

conflit d'intérêt. **Normes de conservation et de**

destruction : Les dossiers sont détruits deux ans après

que la situation reliée à un conflit d'intérêt potentiel est

réglée ou que l'on a résolu le cas où il y avait

effectivement conflit. **No. ADD :** 85/001 **Enregistrement**

(SCT) : 001626 **Numéro de fichier :** FAC PPE 801

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements sur

les employés des groupes désignés. Les répondants de

s'auto-identifier en indiquant sur un questionnaire s'ils

sont autochtones, s'ils souffrent d'une invalidité physique

permanente ou continue, s'ils font partie d'un groupe des

minorités visibles ou s'ils sont des personnes de sexe

féminin. **But :** Ce fichier contient toute la documentation

nécessaire à la mise en oeuvre de la Loi sur l'équité en

matière d'emploi. C'est grâce à ces renseignements qu'il

est possible d'avoir toutes les données au sujet des

employés, présentées selon leur groupe désigné (par

exemple femmes, autochtones, personnes atteintes

d'invalidité et groupe de minorités visibles). Ces

renseignements sont utilisés afin de réaliser un profil des

employés et de comparer la situation des membres des

groupes désignés au sein de l'effectif à celle des

membres des autres groupes au sein de FAC sur le

marché du travail. Le numéro de l'emploi peut servir à

établir un lien entre les renseignements contenus dans ce

fichier et ceux conservés dans d'autres fichiers

comprenant des renseignements sur les emplois (par

exemple la base de données des ressources humaines) et

employés. **Catégorie de personnes :** Ce fichier

concerne les employés actuels et anciens employés.

But : Il a pour but d'emmagasiner des renseignements

concernant les voyages, les réinstallations et les

affections à l'étranger des employés. **Usages**

compatibles : Il sert également à approuver les

questions de voyage et de réinstallation ainsi que les

fichier : EDC PPE 811

Enregistrement (SCT) : 004055 **Numéro de**

trais de voyage ou de réinstallation. **No. ADD :** 86/001

destruction : Les dossiers sont détruits six ans après

l'exercice financier durant lequel il y a eu règlement des

de remboursement. **Normes de conservation et de**

affections à l'étranger, les avances et les demandes

ce, à des fins statistiques et lorsque la conservation de

telles renseignements est conforme aux usages pour

lesquels les renseignements personnels ont été recueillis.

Usages compatibles : Les renseignements recueillis

seront utilisés dans le cadre du Programme d'équité en

matière d'emploi afin de déterminer s'il y a discrimination

systémique dans l'embauche, de l'éliminer s'il y a lieu et

d'introduire des mesures temporaires spéciales qui

permettront aux groupes cibles d'être admis et d'être

représentés d'une manière équitable. Les renseignements

peuvent également être utilisés pour élaborer et mettre en

oeuvre la politique relative à l'équité en matière d'emploi.

Normes de conservation et de destruction : Ces

documents seront conservés au moins durant les trois

années qui suivent celle à l'égard de laquelle un rapport

est fait. **No. ADD :** 85/001 **Enregistrement (SCT) :**

002803 **Numéro de fichier :** FAC PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette

publication) une définition des fichiers ordinaires et une

description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griets

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

demandes de formation linguistique comprenant des données personnelles de base, notamment la première langue officielle de l'employé, la date de naissance et le numéro d'assurance sociale aux fins d'identification ; les résultats des examens de connaissance de la langue et la correspondance relative aux compétences des employés en matière de langues officielles. Les renseignements afférents aux examens de connaissance de la langue et aux exemptions sont versés au dossier professionnel de l'employé. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisés des ressources humaines. **Catégorie de personnes :** Employés actuels et anciens employés. **But :** Étayer à l'aide de pièces à l'appui les décisions relatives à la formation en matière de langues officielles et aux examens de connaissance de la langue, et justifier les besoins de formation linguistique et les réalisations des employés. **Usages compatibles :** Étayer à l'aide de pièces à l'appui les décisions touchant les employés en matière de dotation, de mutation et de promotions ; collaborer à l'évaluation de la compétence linguistique des employés et vérifier la gestion des programmes ayant trait aux langues officielles. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert de numéro de référence pour la formation linguistique des employés. Il peut également devoir être transmis à la Commission de la Fonction publique et au Secrétaire du Conseil du Trésor. **Normes de conservation et de destruction :** On détruit les dossiers deux ans après la date de la dernière justification à l'aide de documents. **Enregistrement (SCT) :** 000155 **Numéro de fichier :** EDC PPE 805

Régime de retraite des employés d'Exportation et développement Canada et Régime de retraite complémentaire de certains employés d'Exportation et développement Canada

Description : Ce fichier renferme des formulaires d'options, des formulaires de désignation de bénéficiaire, des preuves de services passés et de la correspondance concernant le régime de retraite. On y trouve en particulier les renseignements suivants : nom de l'employé, numéro d'employé, numéro d'assurance sociale, date de naissance, sexe, langue préférée, adresse, état matrimonial, dates de cohabitation (en cas de rupture du mariage), date d'entrée en fonction, date de cessation d'emploi/départ à la retraite, cotisations et intérêt, gains et service ouvrant droit à pension, services passés, service accompagné d'option et droits à retraite. Le fichier peut renfermer également le nom, la date de naissance et le sexe des bénéficiaires. Pour accéder à un dossier, il faut fournir le numéro d'employé ainsi que les nom et prénom de l'employé. Les renseignements contenus dans ce fichier sont enregistrés également dans le système d'information d'EDC. **Catégorie de personnes :** Employés permanents, bénéficiaires désignés et retraités. **But :**

Établir les prestations de retraite des employés participants d'EDC. Ces renseignements peuvent être utilisés à des fins de recherche statistique, d'évaluation actuarielle des coûts et des obligations découlant du régime de retraite pour EDC ainsi que pour planifier, appliquer et les prestations de retraite. **Normes de conservation et de destruction :** Pour authentifier les décisions sur les droits à pension. Le numéro d'assurance sociale est obtenu dans le cadre de la Loi de l'impôt sur le revenu pour établir la déductibilité fiscale des cotisations de l'employé et pour calculer l'impôt sur les prestations. Les renseignements sont présentés de manière sommaire ou détaillée : (i) au bureau fédéral du surintendant des institutions financières du Canada et à l'Agence des douanes et du revenu du Canada conformément aux exigences de la Loi sur les normes de prestations de pension et de la Loi de l'impôt sur le revenu ; (ii) aux ministères ou organismes du gouvernement fédéral, à d'autres employeurs ou à leurs fiduciaires et aux institutions financières des employés dans les cas de mutations d'employés ; et, (iii) aux fiduciaires et aux fournisseurs de services de retraite avec lesquels EDC a conclu des conventions de gestion financière ou des conventions de services. **Enregistrement (SCT) :** 005344 **Numéro de fichier :** EDC PPE 825

Stationnement

Description : Ce fichier renferme les demandes de permis de stationnement et la correspondance relative au stationnement des automobiles dans les parcs loués par EDC. La section du dossier personnel de l'employé portant sur la rémunération et les avantages sociaux contient aussi les renseignements relatifs aux retenues salariales effectuées pour le règlement des frais de stationnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisés des ressources humaines et dans le Système informatique de gestion. **Catégorie de personnes :** Employés actuels et anciens employés qui ont présenté une demande de permis de stationnement. **But :** Le fichier sert à étayer l'administration des avantages en matière de stationnement. **Usages compatibles :** Les dossiers servent à administrer la délivrance et l'annulation des permis de stationnement et à simplifier la retenue des frais de stationnement sur les salaires. **Normes de conservation et de destruction :** On détruit les dossiers deux ans après l'expiration du permis. **Enregistrement (SCT) :** 000159 **Numéro de fichier :** EDC PPE 808

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des

Hygiène et sécurité professionnelles

Description : Ce fichier renferme des rapports d'enquête sur les accidents et les blessures ou les maladies professionnelles et la correspondance connexe, de même que des copies du Rapport du superviseur ; enquête sur un accident, documents qui sont conservés au centre de responsabilité compétent. Conformément aux exigences de Développement des ressources humaines Canada, ces dossiers renferment des renseignements personnels sur les employés victimes d'accident au travail, notamment l'âge, le sexe, l'état civil, le numéro d'assurance sociale, l'adresse domiciliaire, le traitement et l'emploi. Les dossiers sur l'administration des premiers soins sont conservés conformément à la politique du Conseil du Trésor. Les dossiers, y compris les rapports médicaux de chaque employé, les demandes d'indemnisation et la correspondance connexe, et les pièces justificatives des sommes versées, sont conservés par Développement des ressources humaines Canada. **Catégorie de personnes :** Employés actuels et anciens employés.

But : Consigner tous les détails relatifs à la sécurité et à la santé ainsi que les causes d'accidents et de blessures afin de prévenir les accidents et de favoriser un climat de salubrité, et contribuer à la gestion efficace du programme de santé et de sécurité. **Usages compatibles :** Étayer les décisions relatives aux indemnisations et aux congés attribuables à des accidents du travail ; agir de façon à prévenir les blessures et les maladies, et les invalidités qui en découlent ou qui sont aggravées par les conditions de travail ; s'assurer que les employés exposés à certains risques professionnels reconnus puissent continuer à travailler sans porter atteinte à leur santé, à leur sécurité ou à celle des autres ; et établir des conditions qui permettront à certains employés atteints d'une maladie ou d'un handicap reconnu de continuer à travailler dans des conditions propices à leur état. Le numéro d'assurance sociale, qui est utilisé en vertu de la Loi de l'impôt sur le revenu, est consigné aux rapports d'accidents qui sont transmis à Développement des ressources humaines Canada. **Normes de conservation et de destruction :** On conserve les dossiers relatifs à l'administration des premiers soins pendant cinq ans ; les rapports d'enquête sur les accidents et les maladies ou les blessures professionnelles, et la correspondance afférente, de même que les Rapports du superviseur (enquête sur un accident), sont conservés pendant 10 ans ; après cette période, les dossiers sont détruits. Quant aux dossiers de Développement des ressources humaines Canada, ils sont gardés pendant le nombre d'années précisé dans la description du fichier correspondant.

Enregistrement (SCT) : 000156 **Numéro de fichier :** EDC PPE 806

Langues officielles

Description : Ce fichier renferme les inscriptions aux cours de langues et les fiches de présences ; les

de dotation en personnel ; les examens et les résultats ; les offres d'emploi ; les avis envoyés aux candidats et la correspondance relative aux divers processus de dotation, y compris le répertoire des ressources humaines. On trouve dans les dossiers de ce fichier une vaste gamme de renseignements personnels sur l'employé, notamment le niveau d'instruction, les qualifications et parfois l'âge, le sexe et le numéro d'assurance sociale, s'ils ont été fournis par le candidat. **Catégorie de personnes :** Employés-candidats. **But :** Choisir les candidats et combler les postes vacants. **Normes de conservation et de destruction :** On conserve les dossiers pour une période de deux ans suivant l'instruction de la demande de dotation ou toute mesure administrative ; après cette période, les dossiers sont détruits. On conserve les documents relatifs à chaque candidat retenu dans le dossier personnel de l'employé et dans son dossier professionnel. **Enregistrement (SCT) :** 000153 **Numéro de fichier :** EDC PPE 803

Formation et perfectionnement
Description : Ce fichier renferme les données personnelles, notamment les demandes de participation à des cours et les évaluations, les résultats des examens et les certificats ; les pièces justificatives de règlement des frais et la correspondance ayant trait à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement et donnés par des organismes privés qui peuvent avoir besoin du numéro d'assurance sociale. Les documents relatifs à la participation et aux réalisations de l'employé sont joints à son dossier professionnel, et la formule d'évaluation de rendement versée au dossier professionnel de l'employé peut aussi renfermer les renseignements relatifs aux besoins individuels de perfectionnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisés des ressources humaines. **Catégorie de personnes :** Employés actuels et anciens employés. **But :** Approuver et noter la participation des employés à des cours de formation et de perfectionnement. **Usages compatibles :** Étayer les décisions portant sur le traitement et les avantages sociaux, la fiche de présences et de congés, les mutations, les promotions et les évaluations de rendement. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il peut éventuellement servir de numéro de référence pour la formation et le perfectionnement des employés. **Normes de conservation et de destruction :** On détruit les dossiers deux ans après la fin des cours de formation et de perfectionnement suivis par l'employé.

Enregistrement (SCT) : 000154 **Numéro de fichier :** EDC PPE 804

Système de renseignements informatisé des ressources humaines. **Catégorie de personnes :** Employés actuels et anciens employés. **But :** Compiler les documents et les autorisations justifiant le recrutement, la cessation d'emploi, le régime de pension et l'équité en matière d'emploi ; la fiche de présences et de congés ; le versement du traitement et des prestations, et les retenues salariales. On se sert du numéro d'assurance sociale aux fins d'identification et pour assurer l'uniformité de la gestion de la paye et des avantages sociaux. **Usages compatibles :** Établir le caractère authentique des décisions relatives au recrutement et à la cessation d'emploi ; à la fiche de présences et de congés ; au traitement, aux prestations et aux avantages sociaux ; au rapprochement de la feuille de paye. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert à la gestion de la feuille de paye, la préparation du formulaire T-4 ainsi que les avantages sociaux reliés à la pension. On le transmet également, avec d'autres renseignements, à l'Agence des douanes et du revenu du Canada pour l'impôt sur le revenu, à l'Approvisionnement et Services Canada pour le régime de pension, à Santé et Bien-être social Canada pour la retraite, à la Commission de la Fonction publique et à d'autres organismes gouvernementaux pour faciliter le maintien de l'emploi, aux gouvernements provinciaux pour l'impôt sur le revenu et l'assurance-maladie, et aux compagnies qui offrent des régimes d'assurance collective pour les prestations d'invalidité de longue durée. L'information est aussi transmise à un établissement financier dans le but de faciliter l'émission des chèques, ainsi qu'à Emploi et Immigration Canada, en particulier dans le cas des anciens employés, conformément à la Loi sur l'assurance-chômage et à son règlement d'application. **Normes de conservation et de destruction :** On conserve les dossiers pendant la durée de l'emploi. Après la cessation d'emploi, on les garde pendant un an et, par la suite, on les envoie aux Archives nationales du Canada qui les conservent jusqu'à ce que l'employé atteigne l'âge de 80 ans ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que leur dossier est conservé jusqu'à ce que l'employé ait atteint l'âge de 15 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique. **Enregistrement (SCT) :** 004247

Numéro de fichier : EDC PPE 802

Dossier professionnel de l'employé
Description : Ce fichier renferme des renseignements personnels sur l'employé, notamment l'âge, le sexe, le numéro d'assurance sociale (lorsqu'il est donné par l'employé), le numéro d'emploi, l'adresse domiciliaire, la citoyenneté, les études, les antécédents professionnels, les curricula vitae et les références, les lieux de travail et les titres de poste, les nominations, les mutations, le traitement, les promotions et les périodes de stage, la classification, les évaluations de rendement, les mesures disciplinaires, l'aide aux employés et les griefs. Le fichier peut renfermer également des observations relatives à la dotation, à la formation et au perfectionnement, aux langues officielles, et à la santé et à la sécurité professionnelles, qui peuvent également être conservées dans d'autres fichiers. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines. **Catégorie de personnes :** Employés actuels et anciens employés. **But :** Consigner les renseignements relatifs à la carrière de l'employé, notamment les nominations, les mutations, les promotions, les rétrogradations, la classification, le rendement, l'aide reçue, les mesures disciplinaires, les griefs et la cessation d'emploi. **Usages compatibles :** Étayer les décisions portant sur la dotation ; la rémunération et les avantages sociaux ; la formation et le perfectionnement ; les langues officielles ; la santé et la sécurité professionnelles. **Normes de conservation et de destruction :** On conserve le dossier pendant la durée de l'emploi. Après la cessation d'emploi, le dossier est joint au dossier personnel de l'employé que l'on garde pendant un an. Par la suite, le dossier est envoyé aux Archives nationales du Canada qui le conservent jusqu'à ce que l'employé ait atteint l'âge de 80 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique. Quant aux dossiers des employés à la retraite, leur dossier est joint au dossier personnel de l'employé que l'on garde jusqu'à ce que l'employé ait atteint l'âge de 15 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique. **Enregistrement (SCT) :** 004246 **Numéro de fichier :** EDC PPE 801

Dotation
Description : Ce fichier renferme les demandes de dotation ; les descriptions de poste ; les échelles de traitement ; les profils de sélection ; les demandes d'emploi des candidats ; les observations des comités

Autorisations sécuritaires

personnels : les résués des enqêtes menées par Service canadien du renseignement de sécurité

judiciaires ; les directives sur la sécurité et la

SCRS sont gardés dans le fichier Évaluation de sécu

Employés actuels et anciens employés. **But :** Attribuer

Lorsque les organismes déterminent les cotes de

mentionnés dans les dossiers sur les habilitations

les décisions relatives à la dotation, aux mutations, aux

destruction : On détruit les dossiers deux ans après le

une cote de sécurité. **Enregistrement (SCT)** : 000137

Base de données sur les compétences

renseignements suivants : le nom des emp

langues qu'ils parlent, leurs désignations

domaines de compétence. **Catégorie de personnes :**

ce programme. **But :** Créer un outil qui facilite le

de prendre plus rapidement de meilleures décisions

Normes de

renseignements sont fournis et mis à jour par les

EDC avec le consentement de l'employé.

fichier : EDC PPE 820

Description : Ce fichier renferme de

Description : Ce fichier renferme des photos, des

trait à l'émission de cartes d'identité et de laissez-

et anciens employés. **But :** Emettre les cartes d'identité

destruction : On détruit les dossiers deux ans après

Enregistrement (SCT) : 000161 Numéro de

Description : Ce t

situations potentielles de conflit d'intérêts, ainsi que des

entre les fonctions officielles des employés et leurs

actuels et anciens employés qui se trouvent ou

politique d'EDC en matière de conduite.

en

Conclusion :

avait effectivement confié. **Enregistrement (SCT)** :

2000 年 12 月 1 日

Description : Ce fichier renferme

provincial d'assurance-maladie, le numéro d'employé,

recrutement et à la cessation d'emploi, au traitement et

présences et de congés, à l'équité d'emploi, le cas

echéant, et aux certificats médicaux à l'appui des

conçus de maladie. Les documents d'appui

compréhension des copies des certificats de naissance de l'employé, de son conjoint et de leurs enfants : les

certificats de mariage ou de décès ; le nom de la

personne avec qui communiquer en cas d'urgence ; les renseignements bancaires permettant le virement du

traitement ; et les fiches de désignation des

bénéficiaires. Les renseignements personnels contenus

Harçèlement	Programme d'équité en matière d'emploi
Langues officielles	
Présences et congés	

Diversification de l'économie de l'Ouest Canada

Chapitre 99

Fichiers ordinaires	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion	
Aide aux employés	
Autorisations sécuritaires	
Cartes d'identification et laissez-passer	
Code régissant les conflits d'intérêts et l'après-mandat	
Dossier personnel d'un employé	
Dotation	
Evaluation du rendement	

Environnement Canada

Chapitre 100

Fichiers ordinaires	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion	
Aide aux employés	
Autorisations sécuritaires	
Code régissant les conflits d'intérêts et l'après-mandat	
Dossier personnel d'un employé	
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Evaluation du rendement	

Développement économique Canada pour les régions du Québec

Chapitre 98

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

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Mesures disciplinaires

Langues officielles

Harcèlement

Griefs

Formation et perfectionnement

Fichiers particuliers

Affectations interministérielles

Description : Ce fichier renferme des renseignements

sur des employés en affectation temporaire dans

d'autres ministères tels leur nom, leur curriculum vitae,

le protocole d'entente de l'affectation, l'autorisation

écrite des ententes. **Catégorie de personnes :**

Employés de DEC et de différents ministères

présentement en affectation temporaire. **But :** Pour

s'assurer que les points énumérés dans le protocole

d'entente de l'affectation soient respectés. **Normes**

de conservation et de destruction : L'information

est conservée pendant trois ans après la fin de

l'entente. **Enregistrement (SCT) :** 003223 **Numéro**

de fichier : DEC PPE 805

Demande de dossier pour mutation

Description : Le fichier central d'information renferme

les demandes de mutation des employés de DEC ainsi

que des autres ministères. Ces dossiers peuvent

contenir des curriculum vitae incluant l'âge, le sexe, le

niveau d'éducation et le numéro d'assurance sociale

et aussi des examens du rendement et l'évaluation de

l'employé. **Catégorie de personnes :** Employés de

DEC et des autres ministères. **But :** Le fichier central

fournit une banque d'information qui sert à doter des

postes dans une institution gouvernementale.

Normes de conservation et de destruction : Les

documents sont conservés pendant deux ans et sont

ensuite détruits. **Enregistrement (SCT) :** 003224

Numéro de fichier : DEC PPE 810

Griefs

Formation et perfectionnement

Évaluation du rendement

Dotation

Dossier personnel d'un employé

Code régissant les conflits d'intérêts et l'après-mandat

et une description de leur contenu.

Fichiers ordinaires

Description : La banque de données peut contenir des curriculum vitae, des évaluations, des accords d'affectation, des renseignements sur les entrevues, des résultats de présentations, des demandes d'employés en vue d'obtenir des formulaires d'affectation et de la correspondance générale. **Catégorie de personnes :** Les employés du gouvernement fédéral et employés de DEC qui ont demandé une affectation au ministère. **But :** Les renseignements seront utilisés pour constituer un répertoire des employés intéressés à obtenir une affectation et consigner les protocoles. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de deux ans après la fin du processus d'affectation. **Enregistrement (SCT) :** 003888 **Numéro de fichier :** DEC PPE 815

Mesures disciplinaires	
Politique de reconnaissance	
Présences et congés	
Programme d'équité en matière d'emploi	
Rémunération et avantages	
Sécurité et santé au travail	
Stationnement	
Vérification de la fiabilité	
Voyages et réinstallations	

Développement des ressources humaines Canada

Chapitre 97

Fichiers centraux

Dossiers sur l'indemnisation des employés de l'État

Description : Ce fichier renferme les documents suivants : le rapport de l'accident, les documents médicaux, les réclamations d'indemnisation, la correspondance et le registre des indemnités payées.

Catégorie de personnes : Les employés de l'État et des sociétés de la Couronne constituent la catégorie des personnes visées par ce fichier. Une preuve d'identité peut être demandée avant de permettre la consultation des dossiers.

But : Ce fichier a pour but d'enregistrer toutes les réclamations d'indemnisation en vertu de la Loi de l'indemnisation des employés de l'État.

Usages compatibles : Ces dossiers servent à établir la validité des réclamations d'indemnisation et à déterminer le droit de l'employé à une indemnité.

Normes de conservation et de destruction : Les dossiers sont détruits trois ans après la résolution de la réclamation et ensuite le dossier complet est microfilmé. Les microfilms sont retenus pour 100 ans.

No. ADD : 69/089 **Enregistrement (SCT) :** 000457 **Numéro de fichier :** DRHC PCE 701

Projet-pilote de gestion des incapacités fonctionnelles

Description : L'information contenue dans ce fichier inclue les renseignements obtenus des employé(e)s des Services correctionnels du Canada,

Développement des ressources humaines Canada, Défense nationale et Travaux publics et services gouvernementaux, qui participent au projet-pilote de Gestion des incapacités fonctionnelles. L'information est obtenue des gestionnaires de cas des divers projets afin de préparer et mettre en application un plan individualisé de retour au travail pour cet employé(e). Ce plan spécifie les responsabilités de l'employeur, de l'employé, du médecin traitant et des

Fichiers particuliers

Étude et planification des carrières

Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations

récentes, les imprimés relatifs à la planification de carrière, un résumé du Système d'information sur les ressources de gestion et un curriculum vitae.

Catégorie de personnes : Les données portent sur les employés de Développement des ressources humaines Canada. **But :** Ces renseignements seront utilisés dans le cadre du processus de l'étude et de la planification des carrières par les membres des comités s'attardant à ces questions de même que par

025 **Enregistrement (SCT) :** 003410 **Numéro de fichier :** DRHC PCE 705

Normes de conservation et de destruction : L'information ne sera pas retenue pour une période de plus de deux ans après la fin de l'activité reliée au retour au travail de l'employé(e). **Renvoi au dossier # :** DRHC CIM

Usages compatibles : L'information contenue dans ce fichier servira à évaluer l'efficacité de la gestion des limitations fonctionnelles ainsi que du projet pilote.

Normes de conservation et de destruction : L'information ne sera pas retenue pour une période de plus de deux ans après la fin de l'activité reliée au retour au travail de l'employé(e). **Renvoi au dossier # :** DRHC CIM

Usages compatibles : L'information contenue dans ce fichier servira à évaluer l'efficacité de la gestion des limitations fonctionnelles ainsi que du projet pilote.

Normes de conservation et de destruction : L'information ne sera pas retenue pour une période de plus de deux ans après la fin de l'activité reliée au retour au travail de l'employé(e). **Renvoi au dossier # :** DRHC CIM

Usages compatibles : L'information contenue dans ce fichier servira à évaluer l'efficacité de la gestion des limitations fonctionnelles ainsi que du projet pilote.

Réserve et les éléments civils du ministère. Le SIGRHD soutient les processus militaires et civils des RH qui ont été mis en œuvre le 31 mars 1998 suivant un calendrier de transfert de données : affectations et structure des groupes professionnels militaires ; rémunération civile (paye et avantages sociaux/congés) ; tenue à jour de toutes les données relatives aux employés (p. ex. adresse, situation d'emploi, CIDP, rémunération) ; faire les demandes d'autorisation afin de combler les postes prioritaires de gestionnaires et employés visés par le Programme de réaménagement des effectifs ; dotation : tenir à jour les données relatives à la dotation (numéros de concours, processus, renseignements sur les candidats, planification des ressources humaines) ; tenir à jour et faire le suivi des données concernant l'équité en matière d'emploi pour les groupes cibles ; mesurer la participation à des programmes spéciaux ; données liées au Programme de réduction du personnel civil (PRPC), sur la disponibilité des dossiers d'emploi en matière de substitution et sur les indemnités financières et les indemnités d'étude. Procédés applicables aux militaires et aux civils : tenir des dossiers sur tous les congés que les employés accumulent et utilisent ; processus liés à la gestion des postes : poste, données sur la section et catégorie de l'unité ; faire la coordination des postes, des points et des données sur la classification comme la catégorie ; administration du personnel : date et lieu de naissance, personnes à charge, lieu de travail, scolarité, programme d'engagement, anciens membres de la Force régulière, état civil, catégorie médicale, profession militaire, nom, qualifications professionnelles, profil linguistique à jour (données sur les employés et profil linguistique du poste), grade, attestation de sécurité (données liées à la cote de sécurité de l'emploi et au niveau de sécurité du poste), antécédents de service dans le poste actuel et numéro matricule. Les membres de la Force régulière peuvent demander personnellement à un utilisateur local du système Entreprise un sommaire des dossiers personnels, dans lequel se trouve un résumé des données qui les concernent. Il existe des éléments de données semblables mais en moins grand nombre pour les membres anciens et actuels de la Réserve. Les dossiers des militaires retraités des FC ne sont pas mis à jour. **But :** Cette banque de données sur les transactions vise à fournir et à vérifier des renseignements à l'intention du personnel chargé de la gestion et de l'administration du personnel du MDN et des FC, à tous les niveaux du Ministère. Cela comprend les systèmes suivants : Système informatisé des messages d'affectations (SIMA) destiné aux gestionnaires de carrière ; Système automatisé d'instruction de changement de grade (SALCG) servant à la publication des messages de promotion ; le CFSS servant aux changements organisationnels ; le centre de données du Système intégré de gestion des ressources humaines de la Défense, le Système d'information financière (SIF), le régime de soins

dentaires de la Great West, le Système d'information de gestion sur l'instruction individuelle (SIGII), le système de soutien des conseils de promotion au mérite (SSCM) servant à aider les militaires faisant partie des conseils de sélection au mérite, l'interface avec les langues officielles (LO), le système de suivi du Programme de perfectionnement professionnel des officiers (PPO), le système de soutien de l'administration du personnel, Travaux publics et Services gouvernementaux Canada (TPSCG), le Système de gestion de l'accès aux numéros matricules (SGANM), le Programme subventionné de formation universitaire (PSFU), l'enveloppe des traitements et salaires (ETS), la norme générale de classification (NGC) et le soutien à la gestion de l'information. **Usages compatibles :** Les renseignements de cette banque de données servent à : mettre à jour et confirmer les données communes sur le personnel qui sont stockées grâce à la restructuration du Système central de calcul de la solde (SCCS) (MDN PPE 858) ; simplifier le processus décisionnel en ce qui concerne le personnel ; répondre aux questions sur les données relatives au personnel, de manière contrôlée ; appuyer la mise à jour de renseignements communs comme les qualifications ; élaborer des rapports à l'intention des gestionnaires afin de simplifier le processus décisionnel ; mettre à jour les sous-centres de données des états-majors des trois armées et des chefs de groupe. Le NAS est recueilli conformément à ce qui suit : Loi électorale du Canada afin de fournir aux députés des énoncés annuels sur la résidence habituelle, Règlement sur le Régime de pensions du Canada, Loi de l'impôt sur le revenu, Loi sur l'assurance-emploi afin de gérer et d'administrer la rémunération. **Catégorie de personnes :** Cette banque de données s'applique aux : anciens et présents militaires des FC (Force régulière et de Réserve), employés civils du MDN. **Normes de conservation et de destruction :** Les dossiers sont conservés cinq ans après la dernière formalité administrative. Ils sont ensuite détruits. Les dossiers sont accessibles si l'on fournit les renseignements suivants : nom complet et/ou numéro matricule, CIDP ou numéro d'identification de l'employé dans l'Entreprise. **Renvoi au dossier # :** MDN DSG 785 **Enregistrement (SCT) :** 004155 **Numéro de fichier :** MDN PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

recueillis au cours de sondages effectués sur les candidats : 'attrition', le rendement, le rendement de la formation les conditions de service, la situation professionnelle au sein des FC. **Catégorie de personnes** : Ce fichier s'applique : aux candidats à un poste dans les FC, aux militaires du cadre actif, aux anciens militaires des FC. **But** : Ce fichier de données informatisé fournit une base de données pour la recherche sur le personnel, c'est-à-dire pour la sélection professionnelle et les évaluations des programmes/politiques. **Usages compatibles** : Le numéro du candidat, le numéro matricule ou le code d'identification de l'équipe de recherche en personnel (ERP) peut être utilisé pour relier ou assortir les informations de ce fichier à celles du fichier PPE 805 Système intégré de gestion des ressources humaines de la défense (SIGRHD) et avec le fichier POE 918 (Programme d'équité en matière d'emploi), à des fins communes aux deux fichiers et conformément au motif pour lequel elles avaient été recueillies. Les données ainsi assorties peuvent ensuite être conservées dans l'un ou l'autre fichier ou les deux. **Normes de conservation et de destruction** : Formules d'évaluation des candidats FC 283 et MDN 2158 sous forme de copies originales, jusqu'au transfert sous forme de microfiche ou DC pour une période indéfinie. Tous les autres documents jusqu'au transfert de l'information dans la banque de données. Les données automatisées indéfiniment. Les personnes qui désirent le consulter doivent indiquer : l'année de la demande d'envoi, le numéro matricule, le NAS, les noms et prénoms. **Renvoi au dossier #** : MDN BPP 360 **Enregistrement (SCT)** : 000184 **Numéro de fichier** : MDN PPE 815

Sécurité des employés
Description : Ce fichier contient des renseignements personnels liés aux handicaps d'ordre physique ou sensoriel. **Catégorie de personnes** : Employés de l'institution. **But** : Ces renseignements sont recueillis dans le but de permettre au CST de déterminer si des mesures de sécurité additionnelles sont nécessaires. **Usages compatibles** : Ces renseignements servent à mettre en œuvre et à fournir des procédures et des produits supplémentaires liés à la sécurité pour venir en aide aux personnes handicapées, s'il y a lieu. **Normes de conservation et de destruction** : Ces renseignements sont conservés pour une période de six mois suivant la date de départ du CST de l'emploi.

Enregistrement (SCT) : 004438 **Numéro de fichier** : MDN PPE 819

Services sociaux

Description : Ce fichier contient les renseignements notés par les travailleurs sociaux militaires au sujet de leurs clients. **Catégorie de personnes** : Cette banque s'applique aux militaires des FC et les membres des leurs familles immédiates. **But** : Les renseignements

consignés visent à aider le travailleur social dans ses activités professionnelles de traitement et de gestion de cas. **Usages compatibles** : Conformément à l'ordre du service de santé des FC 8-02, les renseignements des militaires des FC et leurs personnes à charge régies par le Code de discipline militaire peuvent être divulgués : au commandant, aux autorités provinciales ou municipales selon les législations, aux fins de poursuites judiciaires, aux policiers militaires, à des corps spéciaux d'enquêtes dans la conduite d'une enquête légale, à une commission d'enquête ou une enquête sommaire menant une enquête sur un accident ou un événement qui a causé des blessures ou la mort d'une personne. **Normes de conservation et de destruction** : Les dossiers sont détruits après cinq années civiles, une fois qu'un cas est réglé. Pour avoir accès aux documents pertinents, il faut par l'entremise du Directeur - accès à l'information et protection des renseignements personnels (DAIRP) fournir : le code d'emploi militaire, l'endroit et date de(s) l'entrevue(s) en plus du nom de l'interviewer du militaire en question (s'il y a lieu), leur grade, leurs noms et prénoms, le numéro de matricule. **No. ADD** : 69/014 **Renvoi au dossier #** : MDN BSP 405 **Enregistrement (SCT)** : 000181 **Numéro de fichier** : MDN PPE 812

Système de garnison du personnel à Alert
Description : Le fichier du système de garnison du personnel à Alert renferme des renseignements personnels concernant la sélection de personnel de recherche en communication (Ch Comm 29) et de militaires d'autres groupes professionnels des FC pour une affectation temporaire à la SFC Alert. Plus précisément, il comprend les renseignements suivants : sexe, grade, numéro matricule, codes de groupes professionnels militaires, qualifications de spécialiste, affectations temporaires antérieures, unité d'appartenance et attestation de sécurité. **Catégorie de personnes** : Chercheurs en communication (CH Comm 219) et autres membres commissionnés et militaires du rang des FC. **But** : L'information est utilisée lors de l'affectation de personnel militaire à la SFC Alert. S'il est nécessaire d'y affecter des militaires à tour de rôle, cette information sert à veiller à ce qu'ils soient traités de façon juste et équitable. **Normes de conservation et de destruction** : Les dossiers seront conservés jusqu'à la fermeture de la SFC Alert. On peut y avoir accès en fournissant le nom, les initiales et le numéro matricule. **Enregistrement (SCT)** : 002856 **Numéro de fichier** : MDN PPE 871

Système intégré de gestion des ressources humaines de la Défense (SIGRHD) défense (GRHD)
Description : Cette banque est un système unique et intégré de gestion des renseignements sur les ressources humaines (RH), conçu pour utiliser le logiciel de RH PeopleSoft, pouvant être utilisé par les membres du personnel du MDN et des FC et par les gestionnaires afin d'appuyer la Force régulière, la

mise en œuvre d'équité en matière d'emploi pour les FC assujetties à la section 9 de la partie 1 de la loi sur l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des militaires, présentes selon leur groupe désigné. **Usages compatibles** : Les FC peuvent recueillir des données à des fins statistiques seulement. Les renseignements recueillis sont utilisés : dans le cadre des programmes d'équité en matière d'emploi des FC afin de déterminer et de supprimer les obstacles à la carrière des membres des groupes désignés, afin d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable au sein des FC, à l'élaboration et la mise en œuvre de politique connexe à l'équité en matière d'emploi, afin de réaliser un profil personnel des militaires, pour comparer la situation des militaires des groupes désignés avec celles des autres groupes au sein des FC. Ces renseignements ne seront divulgués que sous forme de compilations statistiques. Toutefois, s'il est possible d'identifier un ou des individus en raison d'un petit nombre en cause, ces statistiques ne devraient pas être divulguées. **Normes de conservation et de destruction** : La base de données est maintenue à perpétuité en accord avec la Loi d'EC. Le formulaire d'auto-identification doit être conservé pour une période de cinq ans. **No. ADD** : 69/014 **Enregistrement (SCT)** : 003342 **Numéro de fichier** : DND PPE 816

Programme des primes à l'initiative
Description : Ce fichier contient : les documents relatifs à l'administration des initiatives, des données statistiques, les procès-verbaux des réunions, le règlement du Programme, les renseignements personnels fournis, les suggestions.
Catégorie de personnes : Cette banque s'applique : aux militaires des FC, aux employés civils du MDN. **But** : Ce fichier a pour objet d'administrer le Programme de primes à l'initiative du MDN. **Usages compatibles** : Le numéro d'assurance sociale et l'adresse sont nécessaires pour : recevoir un chèque de récompense commandé par l'entremise du ministère des Travaux publics et Services gouvernementaux, ainsi qu'aux fins d'impôts du ministère de l'Agence des douanes et du revenu du Canada, conformément à la Loi de l'impôt sur le revenu.
Normes de conservation et de destruction : Les suggestions qui sont acceptées qui aboutissent à une récompense de moins que 1000\$ sont détruites après trois années civiles. Les suggestions qui sont acceptées égale ou supérieure à 1000\$ sont détruites après cinq années civiles. Les suggestions qui sont non retenues seront protégées pour une période de douze mois et seront détruites après trois années civiles. Les personnes qui désirent le consulter doivent : le Comité des primes à l'initiative promoteur au niveau du Commandement ou de la Base, la date à laquelle elles ont fait leur suggestion ou reçu la prime, les noms et prénoms, le

numéro de dossier ou l'objet de la suggestion. **No. ADD** : 69/014 **Renvoi au dossier #** : MDN DSE 045 **Enregistrement (SCT)** : 000194 **Numéro de fichier** : MDN PPE 825

Rapports d'appréciation du rendement
Description : Ce fichier contient les renseignements suivants : lettres de recommandation et de récompense, rapports d'appréciation du personnel, rapports de cours. **Catégorie de personnes** : Cette fichier s'applique aux militaires de la Force régulière et de la Force de réserve en service de réserve de classe «C». **But** : Ce fichier électronique constitue un dossier du rendement. Il permet aux coordonnateurs de carrières et aux comités d'étude des promotions au mérite de déterminer, de façon continue : des décisions administratives relatives à la gestion du personnel, à être gardés dans les Forces, à être reclassifiés, libérés, à suivre des cours de formation, le mérite relatif et l'aptitude des divers candidats à être promus. **Normes de conservation et de destruction** : Les dossiers du fichier sont conservés : pendant cinq ans après la libération du militaire, puis versés aux Archives nationales du Canada où il deviennent partie intégrante du fichier numéro APC PCE 720. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de libération, s'il y a lieu, les noms et prénoms, le numéro matricule. **No. ADD** : 69/014 **Renvoi au dossier #** : MDN CNS 520 **Enregistrement (SCT)** : 000206 **Numéro de fichier** : MDN PPE 838

Relevés de notes – étudiants du collège militaire canadien
Description : Ce fichier contient les résultats scolaires obtenus chaque année par les étudiants. **Catégorie de personnes** : Cette banque s'applique aux étudiants qui fréquentent, ont fréquenté, un collège militaire canadien. **But** : Ce fichier a pour objet de tenir un dossier des résultats obtenus chaque année par les étudiants et les élèves officiers qui fréquentent ou ont fréquenté un collège militaire canadien (CMC). Les dossiers servent à des fins administratives et statistiques et environ 1000 millitaires en font l'objet chaque année.
Normes de conservation et de destruction : Les dossiers sont conservés indéfiniment à des fins historiques. Les dossiers sont gardés par le secrétaire général du collège et on peut y avoir accès en indiquant : l'année ou les années où le collège a été fréquenté, les noms et prénoms, le numéro de l'étudiant lorsque l'on demande des renseignements, le numéro matricule ou numéro du collège. **Renvoi au dossier #** : MDN REI 370 **Enregistrement (SCT)** : 000212 **Numéro de fichier** : MDN PPE 844

Renseignements - Banque de données - Recherche psychotechnique des Forces canadiennes
Description : Ce fichier informatisé renferme : des données sur les tests de sélection, des renseignements

Normes de conservation et de destruction : Les documents créés après le 1er sep 99 sont gardés par le JMC/ACM. Les documents créés avant le 1er sep 99 sont gardés par le JAG/DPM. Les dossiers ne sont jamais détruits. Les personnes qui désirent consulter ces dossiers doivent indiquer : Le nom et les prénoms de l'accusé, l'endroit où s'est réunie la cour martiale et, s'il y a lieu, le grade de l'accusé. **No. ADD** : 69/014 **Renvoi au dossier #** : MDN JAG 035 **Enregistrement (SCT)** : 000199 **Numéro de fichier** : MDN PPE 830

Programme de mentorat
Description : Ce fichier contient des renseignements personnels offerts sur une base volontaire par les mentors et les protégés, notamment le nom, les antécédents académiques, les cours de perfectionnement, les buts et les opinions personnelles. Il peut aussi inclure les curriculum vitae, les antécédents professionnels, les évaluations et les statistiques du programme de mentorat ainsi que des évaluations individuelles et des mises à jour en ce qui concerne les mentors et les protégés. **Catégorie de personnes** : Employés de l'institution. **But** : Ces renseignements sont tenus à jour dans le but de fournir de la documentation en vue de la planification, l'administration et la mise en œuvre du programme de mentorat. **Usages compatibles** : Tenir un registre des participants au programme (mentors et protégés). Planifier, administrer, élaborer des rapports et évaluer le programme de mentorat. Créer et tenir à jour une liste de mentors et de leurs compétences. **Normes de conservation et de destruction** : Ces dossiers seront détruits six mois après que l'employé se sera retiré du programme. **Enregistrement (SCT)** : 004439 **Numéro de fichier** : MDN PPE 820

Programme de primes au mérite
Description : Ce fichier contient : des données personnelles sur les candidats proposés, des états de service, des procès-verbaux des réunions, le règlement du Programme, des statistiques. **Catégorie de personnes** : Cette banque s'applique : aux militaires des FC, aux employés civils du MDN. **But** : Ce fichier a pour objet d'administrer le Programme de primes au mérite du MDN. Il sert au classement des candidats proposés pour la prime au mérite, dont le cas sera étudié par le Comité des primes au mérite au nom du commandant ou du chef de groupe. **Usages compatibles** : Le numéro d'assurance sociale et l'adresse sont nécessaires : pour un chèque de récompense commandé par l'entremise du ministère des Travaux publics et Services gouvernementaux ainsi qu'aux fins d'impôts de l'Agence des douanes et du revenu du Canada, conformément à la Loi de l'impôt sur le revenu. **Normes de conservation et de destruction** : Les dossiers sont détruits après trois années civiles. Les personnes qui désirent consulter le

Programme de primes au mérite
Description : Ce fichier contient des renseignements personnels (Protégés B) sur les militaires. Tous ces renseignements ont été recueillis au moyen de questionnaires auto-identification. Les répondants doivent indiquer volontairement s'ils font partie d'une catégorie désignée (autochtones, femmes, minorités visibles, personnes handicapées). **Catégorie de personnes** : Cette banque s'applique aux militaires de la Force régulière et aux Forces de Réserves. **But** : Ce fichier contient toute la documentation nécessaire à la

Programme de tests obligatoires de dépistage de drogues des Forces canadiennes
Description : Ce fichier contient : les décisions administratives prises envers la carrière des militaires qui en font la demande, les détails administratifs pertinents à chaque échantillon recueilli, les résultats des tests en laboratoire produit à partir des échantillons d'urine recueillis lors du Programme de tests obligatoires (des FC) de dépistage de drogues. **Catégorie de personnes** : Cette banque s'applique aux militaires de la Force régulière et de la Réserve. **But** : Ce fichier servira à conserver les résultats de tests pour fins de statistiques qui serviront aussi de base à l'instauration : de réhabilitation et d'application, de traitement, d'un programme d'éducation préventive, de mesures administratives prescrites dans le OAF 19-21. **Usages compatibles** : Les renseignements relatifs aux résultats de tests positifs sont conservés par l'unité des tests obligatoires de dépistage de drogues pour fins de statistiques. Les renseignements seront utilisés au sein du MDN seulement et seront partagés avec : la police militaire, le Commandant du militaire, les conseillers médicaux/sociaux, les gérants de carrières. Les renseignements serviront au Commandant afin de prendre les mesures administratives nécessaires touchant la carrière des militaires conformément à la OAF 19-21. **Normes de conservation et de destruction** : Les échantillons d'urine sont conservés au laboratoire où le test a eu lieu pour un an et toute documentation est conservée pour deux ans à moins d'une directive contraire du QGDN, et ensuite détruite. Les personnes qui veulent consulter les dossiers du fichier doivent indiquer : la date et l'endroit où a eu lieu la cueillette (Code d'identification d'Unité), les noms au complet incluant les initiales, les numéros matricules. **Renvoi au dossier #** : MDN PCA 630 **Enregistrement (SCT)** : 003172 **Numéro de fichier** : MDN PPE 890

Programme d'équité en matière d'emploi pour les Forces canadiennes
Description : Ce fichier contient des renseignements personnels (Protégés B) sur les militaires. Tous ces renseignements ont été recueillis au moyen de questionnaires auto-identification. Les répondants doivent indiquer volontairement s'ils font partie d'une catégorie désignée (autochtones, femmes, minorités visibles, personnes handicapées). **Catégorie de personnes** : Cette banque s'applique aux militaires de la Force régulière et aux Forces de Réserves. **But** : Ce fichier contient toute la documentation nécessaire à la

de décisions envoyés aux candidats pour l'année précédente. **Catégorie de personnes** : Cette banque s'applique aux personnels non-officier des FC : qui ont présenté une demande pour les : PFUNO, PSPRO, PFAOM, ayant été nommés pour les : PIOSR, choisis le PNSCO. **But** : Ce fichier a pour but d'enregistrer les conclusions des jurys de sélection convoqués pour choisir les non-officiers devant être promus officiers dans le cadre de chaque programme. **Normes de conservation et de destruction** : Les messages aux candidats (choisis ou non) sont détruits après deux ans. Toutefois, des copies sont conservées dans le fichier numéro MDN PPE 818. Les rapports du Comité sont conservés à des fins statistiques pendant 10 ans, puis détruits Pour consulter ces dossiers, il faut fournir : la nomination ou la sélection pour le programme exact, l'année de la demande, le code d'emploi militaire (au temps), le grade, son nom et ses prénoms, son numéro matricule. **No. ADD** : 69/014 **Renvoi au dossier #** : MDN CNS 520 **Enregistrement (SCT)** : 002272 **Numéro de fichier** : MDN PPE 847

Normes professionnelles médicales
Description : Ce fichier renferme : les comptes-rendus du comité de révision des normes professionnelles médicales qui a révisé ces cas, la correspondance entre les divers bureaux du MDN concernant les normes professionnelles, la correspondance entre le chef de Service de la Santé et les agences provinciales responsables de l'attribution des licences de pratique. **Catégorie de personnes** : Cette banque s'applique à tous les membres du Service de Santé des FC. **But** : Ce fichier a pour but de tenir à jour toute l'information sur le personnel du Service de la Santé des FC (SSFC) dont la conduite professionnelle a fait l'objet d'une étude et sur le type d'action qui a été prise. **Usages compatibles** : Les seules personnes qui auront accès à ces informations sont les personnes qui font l'objet d'une étude et les personnes qui, dans la chaîne de commandement ont besoin de ces informations afin de pouvoir prendre les actions appropriées. **Normes de conservation et de destruction** : Ces renseignements seront conservés cinq ans après la libération du militaire et seront ensuite détruits. Toutefois si un changement y est apporté ou lorsque la plainte à l'étude a été rejetée, une mention à cet effet sera inscrite au fichier. On peut y avoir accès en fournissant : le nom, et les initiales, le NM pour les militaires des FC, et le NAS pour les professionnels civils. **No. ADD** : 69/014 **Enregistrement (SCT)** : 003960 **Numéro de fichier** : MDN PPE 898

Personnel militaire - dossier des griefs
Description : Ce fichier constitue un dossier des demandes de redressement de griefs, décisions rendues à l'égard de ces griefs. **Catégorie de personnes** : Cette banque s'applique aux militaires des FC. **But** : Le fichier a pour objet d'enregistrer les

des décisions rendues à l'égard de ces griefs, les demandes de redressement de griefs présentées conformément aux ordonnances, les règlements établis en vertu de la Loi sur la Défense nationale. **Usages compatibles** : L'enquête, par les FC, des plaintes portées en vertu de la Loi canadienne sur les droits de la personne, par la même personne qui a présenté le grief et ayant trait au même sujet. **Normes de conservation et de destruction** : Les dossiers sont détruits cinq ans après les dernières formalités administratives. Pour consulter ces dossiers, il faut par l'entremise du Directeurs - accès à l'information et protection des renseignements personnels (DAIRP) indiquer : l'année du grief, le code d'emploi militaire de la personne concernée, le grade, le nom, le numéro de matricule. **No. ADD** : 69/014 **Enregistrement (SCT)** : 000200 **Numéro de fichier** : MDN PPE 831

Prestation de services juridiques par les fonds publics
Description : Ce fichier contient les renseignements relatifs aux demandes de prestation de services juridiques par les fonds publics faites par le personnel militaire et civil du MDN conformément à la politique du Conseil du Trésor sur l'indemnisation des fonctionnaires de l'Etat et la prestation de services juridiques à ces derniers. **Catégorie de personnes** : Cette banque s'applique : aux militaires du MDN, aux employés civils. **But** : Ce fichier a pour but de documenter les demandes de prestation de services juridiques par les fonds publics faites par les fonctionnaires ayant agi dans les limites de leurs fonctions ou attributions et, de façon générale, conformément aux attentes du MDN. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant six années civiles après la date de leur fermeture. Les dossiers sont transférés au Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 716. On peut y avoir accès par l'entremise du Directeur-acces à l'information et protection des renseignements personnels (DAIRP) en fournissant : le NM/CIDP, le nom complet, la date de naissance. **No. ADD** : 69/014 **Enregistrement (SCT)** : 003982 **Numéro de fichier** : MDN PPE 897

Procès-verbaux des cours martiales
Description : Les procès-verbaux des cours martiales constituent un compte rendu exact de tous : les décisions, les documents ayant servi de pièces justificatives, les plaidoiries, les témoignages, les verdicts et sentences des cours martiales. **Catégorie de personnes** : Cette banque s'applique : aux militaires des FC, aux personnes justiciables du code de discipline militaire en vertu de l'article 60 de la Loi sur la défense nationale. **But** : Les dossiers sont gardés pour des fins administratives de recherches et pour les cas où l'on fait appel des décisions devant la Cour d'appel de la cour martiale du Canada et devant la Cour suprême du Canada.

aux dossiers en indiquant : le nom, le numéro matricule. On identifie les dossiers au moyen : des nom(s) et des date(s) de naissance des personnes à charge, du numéro matricule, du nom du militaire du MDN.

Catégorie de personnes : Cette banque s'applique : aux militaires des FC, aux personnel civil travaillant pour le MDN à l'extérieur du Canada, et aux professeurs prêts par les conseils scolaires municipaux du Canada recevant des indemnités. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 10 ans avant d'être détruits. **But :** Cette banque a pour but de suivre les demandes d'indemnité, et autorisations, d'éducation et indemnités de soins de santé connexes à l'égard des personnes à charge du personnel du MDN servant au Canada comme à l'extérieur du Canada. **No. ADD :** 69/014 **Renvoi au dossier # :** MDN DPE 465 **Enregistrement (SCT) :** 003267 **Numéro de fichier :** MDN PPE 876

La relève du groupe de relève de la direction
Description : Cette banque est une base de données unique et intégrée des ressources humaines (RH). Les intéressés ont fourni volontairement les données sur les questionnaires qu'ils ont remplis, ces renseignements comprennent des données personnelles, des données sur le travail, des données sur les langues officielles, les qualifications académiques, les accreditations professionnelles, les cours de perfectionnement suivis, le profil de carrière des dix dernières années, les secteurs d'experts, le profil d'expérience et les aspirations de carrière pour les dix prochaines années. **Catégorie de personnes :** Cette banque s'applique aux civils actuellement au service du MDN. **But :** La base de données a été créée pour présenter au comité des ressources humaines du sous-ministre (CRH DM) un profil démographique des communautés EX-moins 1, EX-moins 2 et EX-moins 3 du ministère de la Défense nationale (MDN). Ce questionnaire a été conçu pour fournir à la direction du Ministère, le CRH SM, des informations permettant de décrire cette base et de mettre en place les initiatives de perfectionnement nécessaires pour préparer les candidats pour combler les postes EX vacants. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans suivant la dernière intervention administrative. **Renvoi au dossier # :** MDN DRA 450 **Enregistrement (SCT) :** 005114 **Numéro de fichier :** MDN PPE 861

L'Assurance - Régime d'assurance-revenu militaire (RARM)

Description : On y trouve toutes les demandes concernant le Régime d'assurance-revenu militaire (RARM) et le Régime d'assurance des officiers généraux (RAOG) pour : des militaires de la Force régulière la Réserve en service de classe C. La compagnie d'assurance-vie Maritime détient le contrat de base. Le fichier contient aussi : les avis de décès des militaires des FC les demandes de règlement

Description : On y trouve toutes les demandes concernant le Régime d'assurance-revenu militaire (RARM) et le Régime d'assurance des officiers généraux (RAOG) pour : des militaires de la Force régulière la Réserve en service de classe C. La compagnie d'assurance-vie Maritime détient le contrat de base. Le fichier contient aussi : les avis de décès des militaires des FC les demandes de règlement

Les comités de sélection des programmes militaires de promotion au rang d'officier
Description : Ce fichier contient les dossiers des comités de sélection pour les programmes de promotion d'officier qui suivants : Programme d'intégration – (Officiers sortis du rang) (PIOSR), Programme de nominations spéciales au cadre d'officiers (PNSCO) depuis 1986, programme spécial de promotion au rang d'officier (PSPRO), Programme de Formation universitaire – Non-officiers (PFUNO), Programme spécial d'attribution de commission (PSAC) et Programme de formation des aspirants-officiers (PFAO). Chaque dossier renferme les délibérations et les conclusions des jurys de sélection ainsi que les avis

Les comités de révision/Procédés - Nominations des officiers supérieurs à un collège de commandement et d'état-major
Description : Ce fichier contient les résultats des comités convoqués et des procédés suivit pour étudier les nominations des officiers supérieurs, choisis un cours d'un collège de commandement et d'état-major. Les rapports du comité comprennent : les comptes rendus, une liste des officiers choisis en premier et en second, les observations et les conclusions. **Catégorie de personnes :** Cette banque s'applique aux officiers des FC. **But :** Ce fichier sert à consigner les résultats d'un processus pour choisir les officiers qui sont aptes à suivre les cours du Collège d'état-major et de commandement. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans pour fins statistiques, puis détruits. Les personnes qui désirent consulter ces dossiers doivent indiquer : le code d'emploi militaire, les détails relatifs au comité tels que l'année, le grade, le nom du Collège d'état-major, leurs noms et prénoms, le numéro matricule. **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 000190 **Numéro de fichier :** MDN PPE 821

Les comités de sélection des programmes militaires de promotion au rang d'officier
Description : Ce fichier contient les dossiers des comités de sélection pour les programmes de promotion d'officier qui suivants : Programme d'intégration – (Officiers sortis du rang) (PIOSR), Programme de nominations spéciales au cadre d'officiers (PNSCO) depuis 1986, programme spécial de promotion au rang d'officier (PSPRO), Programme de Formation universitaire – Non-officiers (PFUNO), Programme spécial d'attribution de commission (PSAC) et Programme de formation des aspirants-officiers (PFAO). Chaque dossier renferme les délibérations et les conclusions des jurys de sélection ainsi que les avis

Présentées par les bénéficiaires. Catégorie de personnes : Cette banque s'applique aux militaires des FC actuels ou anciens, : de la Force régulière, de la Réserve en service de classe C. **But :** Le but de ce fichier est de conserver : des renseignements relatifs au décès ou à l'invalidité des militaires qui sont bénéficiaires du RARM, des renseignements sur tous les militaires, actuels et anciens, des FC, qui ont demandé une couverture du RARM et du RAOG ainsi que des données concernant les paiements accordés ou refusés. **Normes de conservation et de destruction :** Les dossiers sont détruits après sept années civiles suivant le décès ou l'annulation de la couverture. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de naissance, les noms et prénoms, le numéro matricule. **Renvoi au dossier # :** MDN DRA 450 **Enregistrement (SCT) :** 000177 **Numéro de fichier :** MDN PPE 808

conserver en mémoire les renseignements sur les emplois relatifs à leur emploi, à leurs avantages sociaux et à leurs régimes de pension.

Usages compatibles : En vertu de la Loi de l'impôt sur le revenu, la Loi sur l'assurance-emploi et la Loi sur les normes de prestation de pension, la documentation à l'appui des retenues d'impôt sur le revenu, des retenues et du droit à la pension est fournie par l'agence canadienne des douanes et du revenu (impôt).

Normes de conservation et de destruction : Actuellement, les dossiers sont détruits cinq ans après le départ d'un employé s'il n'y a pas d'incidence sur les avantages sociaux ou la pension. Les dossiers où il y a une incidence sur les avantages sociaux sont conservés jusqu'à ce que la situation soit résolue tandis que les dossiers de pension sont conservés jusqu'au décès du titulaire de la pension ou de ses survivants ; ils sont conservés pendant deux ans après la dernière intervention administrative. Pour obtenir les dossiers, il faut fournir le nom complet, le numéro d'assurance sociale, la date de naissance et l'endroit et la période d'emploi. **No. ADD :** 69/014 **Renvoi au dossier # :** MDN BSP 385 **Enregistrement (SCT) :** 005115 **Numéro de fichier :** MDN PPE 865

Harcèlement

Description : Ce fichier contient de l'information concernant les plaintes de harcèlement et le règlement des problèmes de harcèlement, notamment la médiation et les enquêtes. Les données recueillies comprennent de la correspondance concernant les allégations de harcèlement ; les entrevues réalisées avec les plaignants et les mis en cause ; les rapports des témoins des incidents ; les rapports des enquêtes et les analyses des événements et des résultats, ainsi que les dossiers touchant les décisions prises au sujet d'incidents donnés ou de plaintes de harcèlement. Lorsqu'on a recours à la médiation, les profils et les évaluations des médiateurs, les ententes de médiation et de règlement, de mêmes que les notes et les opinions des médiateurs peuvent être versés au dossier. Ces renseignements doivent constituer un dossier distinct et ne doivent pas être placés dans le dossier personnel d'un plaignant. Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, les renseignements peuvent être transférés dans le fichier se rapportant aux mesures disciplinaires. **Catégorie de personnes :** Cette banque s'applique : aux militaires des FC, aux employés civils du MDN et aux autres personnes qui travaillent au MDN/FC. **But :** Ce fichier a pour but d'émagasiner les renseignements nécessaires qui permettent le traitement de plaintes reliées au harcèlement au travail, d'établir s'il y a vraiment un cas de harcèlement et dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour donner suite aux situations de harcèlement et les résoudre pour appuyer toutes les mesures administratives et (ou) disciplinaires prises relativement à la situation et aux membres aux

employés et aux autres personnes impliquées ; cette information peut être utilisée si le cas engendre un grief, une plainte en vertu de la Loi canadienne sur les droits de la personne ou une plainte à la commission de la fonction publique du Canada ou toute autre forme d'enquête relativement à une plainte ou dans le cas de poursuites ; pour la préparation de données statistiques. **Usages compatibles :** Afin d'appuyer le but du MDN qui est de supprimer au complet la fréquence de cas d'harcèlement, les résultats et les recommandations des enquêtes d'harcèlement peuvent être divulgués au plaignant(e) et à la personne impliquée. Toutes mesures disciplinaires ou administratives prises contre une personne trouvée coupable peuvent aussi être divulguées au plaignant(e). Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés à la fiche de conduite des militaires et au fichier des mesures disciplinaires pour les employés civils du MDN. Les renseignements contenus dans ce fichier peuvent être utilisés à des fins statistiques si le cas engendre un grief, une plainte en vertu de la Loi canadienne sur les droits de la personne ou une plainte à la commission de la fonction publique du Canada ou toute autre forme d'enquête relative

à une plainte ou dans le cas de poursuites, le cas échéant. Les résultats des enquêtes au sujet de la personne impliquée lorsque les plaintes sont fondées, et les plaignants, lorsqu'il s'agit d'une plainte faite de mauvais foi, peuvent être utilisés à des fins de sélection de personnel. **Normes de conservation et de destruction :** Les dossiers sont conservés cinq ans après les formalités administratives après quoi ils peuvent être versés aux archives ou détruits avec le consentement de l'archiviste national. On peut avoir accès aux dossiers par l'entremise de la section du Directeur-acces à l'information et protection des renseignements personnels (DAIRP) en indiquant le nom du plaignant et de l'intimé, le numéro de cause et les autres informations permettant d'identifier le dossier particulier, y compris l'unité et l'endroit où la cause a été entendue, la date approximative de l'incident, etc. **No. ADD :** 69/014 **Enregistrement (SCT) :** 003005 **Numéro de fichier :** MDN PPE 875

Indemnités d'instruction des personnes à charge

Description : Cette banque des données comprend une base de données dans lesquelles on peut trouver de l'information concernant les indemnités d'éducation et autres indemnités de soins de santé connexes à l'égard des personnes à charge du personnel du MDN en service au Canada comme à l'extérieur du Canada. Cette information comprend : l'année scolaire pertinente à laquelle correspond l'indemnité, les indemnités autorisées, le lieu d'affectation, les nom(s) et date(s) de naissance des personnes à charge, le numéro matricule et le nom du personnel du MDN. On peut avoir accès

participant. **Catégorie de personnes** : Cette banque s'applique : aux officiers des FC, aux employés civils du MDN, aux officiers des pays alliés et étrangers en visite au Canada. **But** : L'objet de cette banque de données est de tenir un registre de dossiers temporaire sur le rendement des officiers des FC, des officiers étrangers en visite et des officiers des forces alliées, ainsi que du fédéraux qui assistent chaque année au cours de commandement et d'état-major, au cours supérieur des études militaires, au cours sur la sécurité nationale et au cours de commandement et d'état-major interarmées pour la Réserve. Cette banque sert à justifier le contenu de l'évaluation officielle des cours de chaque étudiant. **Normes de conservation et de destruction** : Les dossiers sont détruits après trois années. Pour consulter ces données, il faut indiquer : le grade et le titre, les noms et prénoms, le numéro matricule. **No. ADD** : 69/014 **Renvoi au dossier #** : MDN REI 370 **Enregistrement (SCT)** : 000211 **Numéro de fichier** : MDN PPE 843

Dossiers sur les participants militaires aux études de troisième cycle

Description : Ce fichier contient des renseignements d'ordre personnel ou portant sur des cours de troisième cycle suivis par les officiers au Collège militaire royal du Canada tels que : Cours catégorie de l'établissement d'enseignement, code de qualification spécialiste (CAS), codes numériques "FMS/WCN" s'il s'agit des cours militaires donnés aux États-Unis, date d'affectation et date de la réception de la thèse, début et fin des cours, genre de programme, nom et lieu de l'établissement, numéro de référence pour demander l'autorisation d'inscription, numéro et date d'autorisation d'inscription, titre du cours. Militaire date de fin du service obligatoire, grade, groupe professionnel militaire et désignation, message d'affectation, nom(s), initiale(s), numéro matricule, poste visé au tableau d'effectif et de dotation. Finance code de planification financière (catégorie de rapport général), frais de scolarité, de livres et de fournitures des cours suivis, numéro du dossier. **Catégorie de personnes** : Cette banque s'applique aux officiers et aux élèves-officiers parrainés par les FC et sélectionnés pour aller suivre des cours de troisième cycle au Collège militaire du Canada. **But** : Ce fichier sert à garder des renseignements administratifs concernant les officiers et aux élèves-officiers qui participent aux études de troisième cycle afin d'aider à la dotation des postes existants au tableau d'effectif par les militaires dont le profil professionnel correspond aux exigences des postes à combler. **Normes de conservation et de destruction** : À la fin de la formation du militaire, les dossiers sur support en papier sont versés aux fichiers de la banque de données (MDN PPE 818) des carrières du personnel militaire. Les dossiers informatisés sont conservés indéfiniment pour fins de statistiques. Les personnes qui veulent consulter les dossiers du fichier

doivent indiquer : le grade, le groupe professionnel militaire, les noms et prénoms, le nom et lieu de l'établissement de la formation, le numéro matricule, le titre du cours et genre du programme. **No. ADD** : 69/014 **Renvoi au dossier #** : MDN REI 370 **Enregistrement (SCT)** : 003269 **Numéro de fichier** : MDN PPE 878

Fichiers de renseignements personnel pour les officiers du Cadre des instructeurs de cadets.

Description : Ce fichier contient des renseignements sur les officiers du Cadre des instructeurs de cadets (CIC). Les fichiers renferme de la documentation sur l'entraînement, des lettres de recommandation, des rapports de cours, des mémoires de carrière, des documents relatifs à la solde, des appréciations de rendement, des renseignements sur les régimes de soins dentaires et médicaux, des renseignements sur l'emploi, et des fichiers de renseignements personnels ou sont inclus des données tel que numéros militaires, grades, noms, prénoms, adresses, numéros de téléphone, dates de naissance, sexe, état civil, plus proche parent, service militaire antérieur, décorations et récompenses, habiletés linguistiques, etc. **But** : Ces fichiers ont pour but de conserver des renseignements utilisés à des fins administratives durant la carrière d'un officier du Cadre des instructeurs de cadets. **Normes de conservation et de destruction** : Ces fichiers personnels sont normalement retenus à l'Unité régionale de soutien aux cadets (URSC) d'appartenance de l'individu ou, si employé au Quartier général de la Défense nationale (QGDN), au Centre de cadets du QGDN. Suite à la libération d'un officier du CIC, l'unité d'appartenance conservera le fichier pour une durée de trois ans suite à quoi il sera transmis au Archives nationales. Pour consulter les dossiers de ce fichier, il faut indiquer : le numéro matricule, le nom et prénoms. **Enregistrement (SCT)** : 004440 **Numéro de fichier** : MDN PPE 822

Fonds non publics (FNP) : dossiers des employés

Description : Cette banque contient le nom, la demande d'emploi des candidats retenus, la date d'emploi, l'unité d'emploi, le profil de carrière, la date de naissance, le numéro d'assurance sociale de l'employé, son sexe, sa situation de famille, son salaire, son dossier d'ajustement de rémunération, les informations sur ses avantages sociaux, les renseignements sur sa pension, les rapports d'évaluation de l'employé, les plaintes des employés et les lettres de recommandations. Les renseignements, tant centralisés que décentralisés, sont tenus dans des systèmes manuels et électroniques. **Catégorie de personnes** : Cette banque s'applique aux employés du fonds non public en service sur les bases, dans les unités et dans les escadrons des FC et ceux qui sont directement au service de l'agence de soutien du personnel des Forces canadiennes. **But** : Le but de cette banque est de

service, et DND 1964 – Fiche de renseignements du cadet – pour les Cadets de l'Aviation royale du Canada. **Catégorie de personnes** : Ce fichier s'applique aux cadets de la marine, de l'armée et de l'air du Canada. **But** : Ce fichier a pour but de conserver des renseignements sur les cadets de la marine, de l'armée et de l'air qui font ou ont fait partie de l'une des Organisations de cadets du Canada tel que défini dans l'Ordre et Règlement royaux des Cadets du Canada (OR (Cadets)), à compter de la date d'adhésion jusqu'au moment où le cadet quitte l'organisation. **Usages compatibles** : Ces dossiers personnels sont utilisés pour la progression du cadet à l'intérieur de l'organisation. Le ministère du Revenu national (Impôt), conformément à la Loi de l'impôt sur le revenu a besoin du numéro d'assurance sociale aux fins de l'impôt et de la solde, lorsqu'un cadet est employé comme cadet-cadre. **Normes de conservation et de destruction** : Lorsqu'un cadet termine son service de cadet, toutes les cases vides du Certificat/État de service sont complétées ou barrées et le Certificat/État de service est signé par le commandant. Le Certificat/État de service en entier est photocopié et la photocopie est gardée de façon indéfinie au corps/escadron. Le Certificat/État de service et tous les documents associés sont remis. On peut y avoir accès en donnant : la date de naissance, le nom au complet, le numéro matricule, le numéro, nom et emplacement du corps ou escadron de cadets. **No. ADD** : 69/014 **Renvoi au dossier #** : MDN FRC 340 **Enregistrement (SCT)** : 000207 **Numéro de fichier** : MDN PPE 839

Dossiers sur le personnel - instruction
Description : Ce fichier contient des comptes rendus : de leur comportement et de leur tenue, de leur rendement aux cours, des renseignements personnels sur les militaires. **Catégorie de personnes** : Cette banque s'applique aux militaires des FC. **But** : Le fichier a pour objet de tenir des dossiers sur tous les militaires recevant une formation individuelle aux écoles des FC, exception faite des collèges militaires et des collèges d'état-major. Les dossiers permettent aux écoles des FC d'avoir accès à des renseignements sur les candidats et fournissent au personnel de ces écoles des données pertinentes qui servent à conseiller les participants et à préparer les comptes rendus finals. **Normes de conservation et de destruction** : Les dossiers sont détruits après deux ans, car les renseignements qu'ils contiennent figurent dans le compte rendu officiel sur le cours, que l'on garde dans le dossier des RAR (MDN PPE 838) du militaire pour le reste de sa carrière. Les écoles gardent les dossiers pendant un an, puis les envoient au bureau régional des Archives nationales du Canada, où ils sont conservés un an. Toutefois, les dossiers sur les aspirants officiers qui fréquentent l'école de leadership et des recrues des FC à Saint-Jean sont gardés pendant huit mois puis envoyés au bureau régional des Archives nationales du

Canada où ils sont conservés pendant trois ans dans le fichier numéro APC PCE 716. Pour consulter ce fichier, il faut indiquer : le code d'emploi militaire, le cours suivi, le grade, l'école fréquentée, les noms et prénoms, le numéro matricule. **No. ADD** : 69/014 **Renvoi au dossier #** : MDN REI 370 **Enregistrement (SCT)** : 000210 **Numéro de fichier** : MDN PPE 842

Dossiers sur les examens administratifs de cas
(Avant le 1^{er} avril 1998, on se référerait aux conseils de révision des carrières et aux conseils médicaux de révision des carrières)
Description : Cette banque contient des renseignements personnels sur les gens qui ont fait l'objet d'examens administratifs portant sur l'abus d'alcool, la consommation illégale de drogues, l'inconduite à caractère sexuel, le harcèlement, l'exploitation et la violence familiale ou sur la conduite raciste. Elle contient également des données sur les examens administratifs liés aux restrictions médicales à l'emploi. La documentation qui s'y trouve est liée directement au cas individuel, elle va du premier rapport de l'incident à la décision finale rendue et soumise à l'autorité approbatrice. Cette même documentation est communiquée à la personne concernée suivant l'équité procédurale au moment de l'examen administratif. La documentation peut comprendre des rapports militaires d'enquêtes policières dûment validés. Le nom et le prénom des personnes sont donnés ainsi que leur numéro matricule. Les renseignements compris dans cette banque peuvent être gardés sur papier dans des documents, sur microfilms, ou sur fichiers automatisés. **Catégorie de personnes** : Les membres des Forces canadiennes. **But** : Ces renseignements peuvent être utilisés par les autorités ministérielles qui se chargent des demandes de réparation d'injustices, des appels et de l'admissibilité aux prestations de retraite. Ces renseignements sont également utilisés pour la recherche, la planification, l'évaluation et pour fin de statistiques. **Normes de conservation et de destruction** : Les dossiers compris dans cette banque sont conservés au QGDN pendant au moins deux ans puis ils sont acheminés aux Archives nationales où ils resteront indéfiniment. Il faut fournir le nom complet et le numéro matricule pour avoir accès au dossier. **No. ADD** : 69/014 **Renvoi au dossier #** : MDN CNS 520 **Enregistrement (SCT)** : 000183 **Numéro de fichier** : MDN PPE 814

Dossiers des stagiaires du Collège des Forces canadiennes
Description : Le fichier contient : des autobiographies, des évaluations des travaux écrits et oraux et les notes attribuées, des évaluations du rendement obtenu pendant des séances individuelles, des évaluations périodiques du rendement global, des renseignements personnels sur ces militaires et leur carrière, un état de toutes les entrevues régulières tenues avec le

Dossiers du Juge-avocat général/successions

militaires

Description : Ce fichier renferme les documents

suivants : correspondance indiquant le nom des

bénéficiaires, des exécuteurs, des administrateurs

nommés par la cour et de l'avocat chargé de

l'administration de la succession, dossiers financiers

faisant état des avoirs en espèces qui constituent la

succession du militaire, renseignements sur la

distribution de ces avoirs et des effets personnels qui

font également partie de la succession du militaire,

correspondance échangée ultérieurement entre le

Directeur des successions et les unités militaires sur le

rassemblement, la protection et l'expédition autorisée

des effets personnels du défunt, correspondance

échangée entre le Directeur des successions et les

bénéficiaires, exécuteurs, administrateurs désignés par

la cour et l'avocat représentant la succession au sujet

du processus administratif à suivre pour distribuer la

succession du militaire. **Catégorie de personnes :**

Cette banque s'applique aux militaires décédés de la

Force régulière et de la Réserve en service de classe

«B» ou «C», qui étaient en service actif au moment du

décès. **But :** Cette banque a pour objet de documenter

les mesures prises en vue d'administrer la succession

militaire de membres des FC qui étaient en service actif

au moment du décès. **Normes de conservation et**

de destruction : Les dossiers doivent être gardés

jusqu'à ce que le Directeur des successions ait pris

toutes les mesures nécessaires, puis ils sont transférés

au Centre national des documents du personnel aux

Archives nationales du Canada, où ils sont placés dans

la banque de données APC PCE 716. On peut y avoir

accès par l'entremise de la section du Directeur - Accès

à l'information et protection des renseignements

personnels (DALPRP) en indiquant la date de décès, le

nom complet et le numéro matricule du défunt. **No.**

ADD : 69/014 **Renvoi au dossier # :** MDN JAG 015

Enregistrement (SCT) : 000220 **Numéro de**

fichier : MDN PPE 856

Dossiers médicaux

Description : Ce fichier contient les avis médicaux sur

l'aptitude des militaires des FC régulières à exercer

leurs fonctions, ainsi que des rapports sur les

traitements médicaux en cours y compris ceux des

hôpitaux des FC. Pour ce qui concerne les militaires en

poste dans certaines zones désignées ou appartenant

à des unités isolées ou semi-isolées, il est possible que

le fichier contienne des renseignements sur le

traitement médical suivi par les personnes à la charge

des militaires des FC. Le fichier renferme également :

des avis, des commentaires, des dossiers médicaux,

des données sur des examens et des tests spéciaux.

Catégorie de personnes : Cette banque s'applique :

aux militaires des FC les personnes à leur charge. **But :**

Les dossiers servent de matériel de référence pour le

traitement médical et les décisions médicales ou

administratives relatives aux carrières.

Dossiers personnels - Cadets de la marine, de

l'armée et de l'air

Description : On y trouve : le formulaire CF 1158,

Demande d'admission - Organismes de cadets, le

formulaire CF 51 - Demande de participation et

approbation - Activité de cadets (Emploi - Cours -

Echange) le formulaire CF 910 (maintenant discontinu

- contenu inclus dans le formulaire CF 1158).

Déclaration de santé - Aspirants cadets le formulaire

CF1364, - Rapport de cours - Cadets de la marine, de

l'armée et de l'air, des dossiers relatifs : aux activités de

cadets (emploi, cours, échange), aux affectations, aux

cours de qualification, aux promotions, à la solde. Les

formulaires précités sont retenus dans et les données

sont inscrites sur le CF1398 - Certificat de service -

pour les Cadets de la Marine royale du Canada ; le

DND 1888 - États de service - pour les Cadets royaux

de l'armée canadienne ; et le CF 1322 - États de

Usages compatibles : Conformément à l'ordre du

service de santé des FC 8-02, les renseignements des

militaires des FC et leurs personnes à charge régies par

le Code de discipline militaire peuvent être divulguées :

au commandant, à une commission d'enquête ou une

enquête sommaire menant une enquête sur un accident

ou un événement qui a causé des blessures ou la mort

d'une personne, aux policiers militaires et à des corps

spéciaux d'enquêtes dans la conduite d'une enquête

légal, aux autorités provinciales ou municipales selon

les législations, aux fins de poursuites judiciaires.

Normes de conservation et de destruction : Cinq

ans après la date de libération du militaire, les dossiers

sont transférés au Archives nationales du Canada où ils

deviennent partie intégrante du fichier numéro APC

PCE 717. Les dossiers demeurent du ressort du MDN

pour cinq ans, toute demande de renseignements

personnels devra donc être achevinée au MDN. Les

normes de conservation et de destruction des dossiers

médicaux des dépendants seront conformées à la Loi

sur les hôpitaux de la province où le dossier a été créé.

Les normes de conservation et de destruction des

dossiers médicaux des dépendants initia à l'extérieur

du Canada seront en accord avec la Loi sur les

hôpitaux publics de l'Ontario. Tel qu'expliqué au bloc

précédant toute demande de renseignements doivent

être achevinée au MDN cinq ans après la date de

libération du militaire. Dossiers militaires : Les

personnes qui désirent les consulter doivent indiquer :

le code d'emploi militaire et (s'il y a lieu) l'hôpital des FC

avec les dates d'admission et de renvoi, la date de

naissance, leur grade, leurs noms et prénoms, leur

numéro matricule, leur date de libération. Dossiers des

personnes à charge Pour ce qui est des dossiers des

personnes à charge, il faut indiquer : leur lien de

parenté, le nom des personnes à charge, le nom du

militaire en question, le numéro matricule du militaire, la

date de naissance. **No. ADD :** 69/014 **Renvoi au**

dossier # : MDN BSS 490 **Enregistrement (SCT) :**

004316 **Numéro de fichier :** MDN PPE 810

résultats pour les enquêtes de la police militaire aux autorités appropriées. Les renseignements contenus dans les dossiers d'enquête de la police militaire peuvent être utilisés pour appuyer d'autres enquêtes, les mesures disciplinaires, les appels, les poursuites au civil, les pensions, l'administration du personnel militaire, la planification, les affectations, l'indemnisation des victimes d'actes criminels, les analyses de carrière, les recherches, les enquêtes de sécurité et de sûreté, l'admissibilité aux traitements médicaux, les analyses et évaluations statistiques et la suppression de la criminalité. Certains renseignements peuvent être partagés avec les agences domestiques et étrangères accréditées d'application de la loi et d'enquête relativement à l'administration ou à l'application de la loi et au niveau de la détection, de la prévention ou de la suppression de la criminalité en général. **Normes de rétention et d'élimination** : Les dossiers contenus dans cette banque et détenus à l'extérieur du QGDN sont détruits 2 ans après la dernière intervention administrative ou judiciaire et les dossiers sont transférés aux Archives nationales après 5 années civiles. Certains dossiers peuvent être conservés pendant plus longtemps si on juge qu'ils ont une valeur d'archive ou si on croit que le dossier a une valeur historique pour le MDN. Les dossiers sont accessibles en passant par la section du Directeur - Accès à l'information et protection des renseignements personnels (DAIRP) en fournissant le nom de famille complet et les prénoms, l'emplacement et la date, le numéro matricule ou le code d'identification de dossier personnel (non obligatoire) et le type d'incident ou de délit. **No. ADD** : 69/014 **Renvoi au dossier** # : MDN RMS 085 **Enregistrement (SCT)** : 000203 **Numéro de fichier** : MDN PPE 835

Dossier personnel de l'escadron - Aspirants officiers
Description : Le dossier personnel de l'escadron contient : des comptes rendus sur la formation scolaire et militaire reçue, des notes des orienteurs, des précisions sur les décisions administratives et réalisations du militaire, les récompenses reçues, les séances d'orientation qui ont eu lieu. **Catégorie de personnes** : Cette banque s'applique aux aspirants officiers qui fréquentent le collège militaire royal. **But** : Ce fichier a pour but de tenir un dossier des progrès et réalisations militaires et scolaires des aspirants officiers qui fréquentent le collège militaire royal. Les dossiers sont utilisés quotidiennement par les commandants d'escadron et environ 1 000 militaires en font l'objet à tout moment donné. **Normes de conservation et de destruction** : Les dossiers sont conservés au collège pendant cinq ans après l'obtention du diplôme et ils sont ensuite détruits. Pour consulter les dossiers du Collège militaire royal (CMR) il faut indiquer : les années où celui-ci a été fréquenté, les nom et prénoms, l'année de son départ est essentielle lorsque que l'on demande des renseignements, le numéro matricule ou le numéro

du collage. Etudiant Pour avoir accès aux dossiers il faut présenter des pièces d'identité valides pendant que le militaire fréquente ce collage. **Renvoi au dossier** # : MDN REI 370 **Enregistrement (SCT)** : 000213 **Numéro de fichier** : MDN PPE 845

Dossiers de formation des officiers de sélection du personnel (O Sel P)
Description : Ce fichier contient : des diplômes, des lettres d'appréciation et messages d'affectation et d'avancement, des rapports : concernant l'emploi spécial, de fin de cours, de fin d'études supérieures, de formation de spécialiste militaire et non militaire, de formation sur le tas. Des renseignements biographiques. **Catégorie de personnes** : Cette banque s'applique aux officiers de sélection du personnel de la Force régulière et de la Force de Réserve. **But** : Ce fichier aide à la sélection des O Sel P pour fins de formation et de développement professionnel ainsi qu'à la sélection des militaires ayant les qualités requises pour travailler à titre d'instructeur ou de surveillant. **Normes de conservation et de destruction** : Les dossiers sont conservés par le MDN jusqu'à ce que l'individu ait atteint l'âge de retraite obligatoire ou le grade de lieutenant-colonel, puis sont détruits. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer : grade, nom, numéro matricule. **No. ADD** : 69/014 **Renvoi au dossier** # : MDN CNS 520 **Enregistrement (SCT)** : 003268 **Numéro de fichier** : MDN PPE 877

Dossiers dentaires
Description : Ce fichier contient des évaluations de l'aptitude, pour ce qui a trait à l'état de leurs dents, des militaires du cadre actif des FC régulières à exercer leurs fonctions ainsi que des renseignements sur les soins dentaires qu'ils reçoivent. On y trouve : des commentaires, des avis, des informations sur des examens et des tests médicaux et dentaires spéciaux, des dossiers médicaux et dentaires. **Catégorie de personnes** : Cette banque s'applique aux militaires des FC. **But** : Les dossiers dentaires servent, de façon continue : pour la planification et la présentation des soins dentaires aux militaires durant toute leur carrière, à des fins d'identification médico-légale durant le service au sein des FC ou par la suite. **Normes de conservation et de destruction** : Pendant la carrière du militaire, ses dossiers dentaires sont retenus par le détachement dentaire responsable du traitement qu'il suit. Une an après la date de libération des FC, les dossiers sont transférés au Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 721. Pour consulter ces dossiers, il faut indiquer : la date de naissance, leur grade, leurs noms et prénoms, leur numéro matricule. **No. ADD** : 69/014 **Renvoi au dossier** # : MDN DSD 510

Enregistrement (SCT) : 004317 **Numéro de fichier** : MDN PPE 811

pour établir les états nominatifs du personnel de l'effectif aux unités. Conformément à la Loi électorale du Canada, les listes des électeurs des FC et de leurs électeurs à charge (y compris leurs numéros d'assurance sociale) sont établies à partir des déclarations de résidence ordinaire. Selon la Loi, les listes doivent être envoyées au Directeur général des élections après l'émission des brefs ordonnant la tenue d'une élection générale. Les états nominatifs sont produits à partir de l'information contenue dans ce fichier à chaque unité. **Normes de conservation et de destruction :** Lorsqu'un membre de la force régulière est libéré, ce dossier est intégré électriquement au «Dossier d'information personnel du membre des FC» (banque d'information MDN PPE 818) Les dossiers sont transférés au Centre des documents du personnel aux Archives nationales du Canada : pour les militaires de la Force régulière des FC nombre d'années après la libération trois ans. Les dossiers deviennent partie intégrante du fichier numéro APC PCE 716. Les personnes qui désirent consulter le fichier doivent indiquer : le grade, les noms et prénoms, le numéro matricule, l'unité. **No. ADD :** 69/014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 000204 **Numéro de fichier :** MDN PPE 836

Dossier d'enquête de la police militaire
Description : Cette banque contient des renseignements personnels sur les individus qui ont été impliqués dans un incident, notamment des incidents de nature criminelle, de renseignements de nature criminelle, de sécurité ou d'infractions de nature ayant fait l'objet d'enquêtes par la police militaire. Cette banque contient également les dossiers des constatations faites lors d'enquêtes autorisées. La banque contient des télégrammes contenant des renseignements sur les enquêtes, des rapports d'enquête et de cas, des déclarations écrites, des photographies, des livres d'inscription, des cahiers de notes, des pièces documentaires, la correspondance connexe, des fiches, des listes de preuves, des documents des tribunaux civils et militaires. Les personnes sont identifiées d'après leur numéro matricule/Code d'identification de dossier personnel, grade/classification, nom de famille, initiales et date de naissance. Le rapport où ils sont mentionnés est identifié d'après le numéro de dossier de l'enquête, le type d'incident ou de délit et la date du délit. Les renseignements contenus dans cette banque pourraient être conservés sous forme imprimée, sur microfiches ou en format électronique. **Catégorie de personnes :** Cette banque s'applique aux membres des FC, aux employés civils du MDN et aux membres du public impliqués dans un incident s'étant produit sur un établissement du MDN. **But :** Ces renseignements sont utilisés pour aider à déterminer si un délit de nature criminelle ou militaire a été commis et fournir les

Dossier des pensions
Description : Ce fichier contient : des données concernant l'état civil de militaires des FC et des personnes à leur charge, des formules de demande de pensions, des preuves de service antérieur, des renseignements et des pièces de correspondance touchant les pensions, de l'information sur les paiements, sur le partage de pension en ce qui a trait au décès des anciens membres des FC et sur les paiements aux survivants. **Catégorie de personnes :** Ce fichier s'applique aux militaires des FC, ainsi qu'aux survivants. **But :** Ce fichier sert à : déterminer les prestations de retraite revenant aux militaires des FC (Force régulière) au moment de leur libération, des fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques gouvernementales en matière de personnel, relatives aux pensions et à la retraite par limite d'âge. **Usages compatibles :** En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au ministère des Travaux publics et Services gouvernementaux Canada (ASC PPE 701, Base de données du système des pensions) aux fins d'émission des chèques de pension ainsi qu'au ministère du Revenu national (impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers. **Normes de conservation et de destruction :** Les dossiers sont gardés par le Directeur traitement des comptes soldes et pensions, jusqu'à la libération du militaire puis ils sont envoyés au Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 719. Pour consulter ces dossiers, il faut indiquer : les noms et prénoms, le numéro matricule. **No. ADD :** 69/014 **Renvoi au dossier # :** MDN BDF 765 **Enregistrement (SCT) :** 000223 **Numéro de fichier :** MDN PPE 859

Dossiers du personnel militaire des unités
Description : Ce fichier contient des : actes de séparation, certificats de naissance et de mariage, déclarations de résidence ordinaire, documents ayant trait aux versements obligatoires, documents sur l'enrôlement, dossier des emplois à l'unité (DEU), enveloppes d'évaluation de conditionnement physique, fiches de conduite, jugements en matière de divorce (provisaires et définitifs), rapports d'appréciation du rendement de la Force de réserve, rapports de cours, renseignements généraux sur l'emploi. Les dossiers n'ayant pas été remplacés et qui sont utilisés pour la gestion du personnel sont gardés pendant toute la durée de la carrière du militaire. Les autres dossiers sont éliminés. **Catégorie de personnes :** Cette banque s'applique aux militaires : de la Force régulière, de la Force de réserve. **But :** Le fichier contient le double d'accompagnement des dossiers sur tous les militaires du personnel de l'effectif à compter de la date d'engagement jusqu'à la libération. **Usages compatibles :** L'information de ce fichier est utilisée

du port d'attache, des documents relatifs aux changements d'insignes du régiment, des dossiers de contrôle du personnel choisis en vue d'une affectation outre-mer ou d'une charge comme instructeur ou agent de recrutement, des documents concernant les promotions et les recommandations de promotion, les ratifications, des documents reliés au retrait du statut suppléant ou provisoire au ré-enrôlement, et les recommandations et décision des Révisions Administratives. **Catégorie de personnes** : Ce fichier s'applique aux militaires des FC. **But** : Ce dossier électronique a pour objet d'enregistrer des renseignements importants relatifs à la carrière des militaires à compter de leur enrôlement jusqu'à leur libération. Il est destiné à l'usage des personnes qui s'occupent de gestion du personnel ou d'administration du personnel de la Force régulière des FC. **Normes de conservation et de destruction** : Les dossiers sont gardés pendant cinq années à compter de la date de libération du militaire des FC, puis transférés au Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PPE 718. Pour consulter ce dossier, il faut indiquer : le numéro matricule, le nom, et la date de naissance. **No. ADD 60-014 Renvoi au dossier #** : MDN CNS 520 **Enregistrement (SCT) : 004249 Numéro de fichier** : MDN PPE 818

Dossier des articles de la solde
Description : Ce fichier permet au Système central de calcul de la solde (SCCS) et le Système de Solde Révisé de la Réserve(SSRR) de calculer et d'enregistrer la solde et les déductions applicables. Ce fichier contient : paiements figurant sur feuilles d'embarquement, délégations de solde à des tiers, documentation ayant trait aux versements obligatoires, cotisations au Régime des rentes et à l'assurance-emploi, déductions telles qu'impôt sur le revenu, primes d'assurance médicale et cotisations au régime de pension et données sur la solde et les indemnités touchées par les militaires actuels et anciens, incluant les records de participation de la réserve. **Catégorie de personnes** : Ce fichier s'applique aux militaires des FC (Force régulière et Réserve). **But** : Ce fichier a pour but de : enregistrer les dossiers de solde individuels des militaires des FC (force régulière et force de réserve), assister dans la récupération des dettes dues à la Couronne par l'intermédiaire d'agences, rassembler l'information pour recherches statistiques, évaluer, planifier et exécuter les politiques gouvernementales en matière de personnel, relatives à la solde et aux indemnités. **Usages**

compatibles : En vertu de la Loi de l'impôt sur le revenu, de la Loi sur l'assurance-emploi et du Régime de pensions du Canada, les documents à l'appui de la solde et des retenues (y compris le numéro d'assurance sociale), sont fournis à : ministère des Travaux publics et Services gouvernementaux Canada, ministère du Revenu national (impôt), agents désignés du MDN (par exemple agences de recouvrement, ministère de la

Justice, autres ministères fédéraux) **Normes de conservation et de destruction** : Les données du fichier central de la solde état enregistrées sur microfilms à intervalles réguliers et détruits après 54 ans. Depuis 1976, ils sont conservés sur des disques/rubans et sont accessibles par ordinateur. Pour consulter les dossiers de ce fichier, il faut indiquer : le nom et prénoms, et le numéro matricule. **Renvoi au dossier #** : MDN BDF 765 **Enregistrement (SCT) : 003788 Numéro de fichier** : MDN PPE 858

Dossier des empreintes digitales à la Défense nationale
Description : Ce fichier contient les renseignements suivants : les empreintes digitales ; le numéro matricule (NM) ; civil CIDP ; le nom et prénoms ; la signature ; le sexe ; la date et lieu ; de naissance, de l'enrôlement et d'établissement de la fiche d'empreintes digitales ; l'occupation ou métier ; la couleur des cheveux et des yeux ; la taille ; le poids ; le teint ; les cicatrices, les amputations, les taches de naissance, les difformités et les tatouages ; l'enregistrement antérieur d'empreintes digitales ainsi que les dates de tout emploi antérieur dans les Forces Canadiennes, la Gendarmerie royale du Canada ou la Fonction publique. Ces fiches dactyloscopiques sont accessibles à travers le Directeur Accès à l'information et protection de renseignements personnels (DAIPRP). Les personnes qui désirent consulter leur dossier doivent fournir comme preuve de d'identité : leur nom, leur numéro matricule (NM) / civil (CIDP) et une empreinte roulée à l'encre noire. **Catégorie de personnes** : Membres des Forces Canadiennes : employés civils de la Défense nationale (Note 1) et personnel des forces alliées en service au Canada. **But** : Ce fichier sert purement à fournir un moyen infailible d'identification du personnel qui aurait pu avoir été victime de blessures sérieuses, d'amnésie ou de mort en temps de guerre ou de paix. **Usages compatibles** : Utilisé pour fins d'identification du personnel seulement. **Normes de conservation et de destruction** : Les dossiers sont des militaires des FC et des employés civils du MDN conservés par le MDN pendant cinq ans suivant la libération, puis ils sont détruits. Sur les individus décédés sont détruits deux ans après la date du décès. Du personnel sont détruits après l'expiration de la période d'affectation au Canada. Les personnes qui désirent consulter ces dossiers doivent fournir comme preuve de leur identité : leurs empreintes digitales à l'encre noire, leur nom, leur numéro matricule (NM) / civil (CID). Note 1 : Les empreintes du personnel civil ne sont habituellement prises que dans deux circonstances : lorsqu'un employé travaille dans un lieu présentant un risque élevé et que le commandant en poste ordonne que des empreintes soient prises ; lorsqu'un employé est déployé pour une opération des FC ou sur un théâtre d'opérations. **No. ADD : 69/014 Enregistrement (SCT) : 000170 Numéro de fichier** : MDN PPE 801

au dossier de vérification. Tous les registres de fiabilité pour le personnel en rapport seulement à la fiabilité qui n'ont pas été employés sont conservés pendant une période minimum de deux ans. La vérification relative à la fiabilité vise à évaluer l'honnêteté, la loyauté et la discrétion de personnes qui : ont accès à : des biens du gouvernement, des renseignements délicats, des sommes d'argent, des drogues et du matériel dangereux, qui sont responsables du bien-être de personnes sous garde ou sous surveillance. On peut avoir accès aux dossiers par l'entremise du Directeurs-acces à l'information et protection des renseignements personnels (DAI/PRP) en indiquant : la date de naissance de l'individu, les initiales, le nom de famille. Cependant, la personne qui a quitté la Défense nationale avant 1990 doit aussi fournir son numéro d'assurance social. **Enregistrement (SCT) : 004010 Numéro de fichier : MDN PPE 834**

Dossier d'information personnel des membres des FC

Description : Ce fichier contient des documents obtenus lors de l'enrôlement et/ou lors de la mutation à la Force régulière ainsi que des copies de la correspondance ou documents ayant trait à la carrière des militaires comme : la date et la province de naissance, l'état civil au moment de l'enrôlement, l'état s de service (réservé), la langue d'instruction préférée de ces derniers, des preuves de changement de nom, des protocoles d'entente, le serment prêt ou l'affirmation solennelle prononcée au moment de l'enrôlement, le sexe et l'année de naissance des enfants à charge, avancément, avis de libération projetée, certificats d'études ou relevés de notes, changement de spécialité, condamnations pour infractions aux lois civiles (sauf lorsqu'un pardon a été accordé), contrôle du personnel en vue d'une affectation (OAF-C 20-50 annexe A), curriculum vitae, décisions des cours martiales, demandes de prises en considération spéciales, documents concernant l'attestation d'habilité de sécurité, de fiabilité (Programme de fiabilité du personnel), documents médicaux comme les formulaires de mise en rapport et les fiches de décisions du Conseil médical de révision des carrières, formulaires d'enrôlement, formules de consentement à servir, état de service actuel, demandes d'affectation pour convenances personnelles, instructions concernant la libération, instructions sur l'affectation aux cours, lettres de référence, messages d'affectation et de service provisoire, préférences en fait de congés à l'âge de la retraite obligatoire, relevés des heures de vol, rapports de l'officier de sélection du personnel ainsi que du travailleur social de région, rapports de mise en garde et de surveillance, réengagement (et plans de déroulement de carrière), service antérieur, l'affiliation réglementaire, le choix d'uniforme, des décisions, des déclarations, des délégations de pouvoirs, des demandes de changement de programmes, la division

sécurité des rapports d'enquête, les appels logés du Comité de surveillance des activités de renseignements de sécurité, des casiers judiciaires, des documents gérés par le Comité de révision des autorisations de sécurité, des renseignements personnels, des vérifications de solvabilité de la correspondance connexe. Les dossiers de vérification relatifs à la fiabilité s'appliquent à l'engagement du sein des FC/MDN. Les détails sur les enquêtes tenues par le SCRS sont conservés dans la banque du SCRS. Ces dossiers contiennent : les noms et observations de ses employeurs précédents et leurs observations, les noms des personnes citées à titre de référence et leur remarque, dans la mesure du possible, les noms et occupations des associés et de ses contacts sociaux, des renseignements personnels traitant du sujet et de sa famille immédiate. Les renseignements contenus dans ce fichier servent à déterminer si une personne qui a accès à des renseignements protégés répond aux exigences de vérification sécuritaire. **Catégorie de personnes :** Cette banque s'applique : aux militaires des FC, aux employés du MDN (anciens et actuels). Conformément au processus de tirage et d'habilitation relative à la fiabilité, le fichier peut contenir des renseignements sur des personnes autres que celles faisant l'objet de l'évaluation de sécurité ou d'habilitation relative à la fiabilité. **But :** Ce fichier a pour objet de conserver des documents d'enquête servant à évaluer la loyauté envers le Canada, et l'honnêteté d'une personne qui a eu ou doit avoir accès à des documents classifiés en vue de l'octroi d'une autorisation de sécurité ministérielle ainsi que des documents, à évaluer l'honnêteté d'une personne, préalablement à l'engagement, afin que cette personne puisse avoir accès à : des biens de valeur, du matériel dangereux dont elle assurerait la garde et la surveillance, des renseignements de nature délicate. Ce fichier renferme des renseignements personnels sur les personnes qui sont ou qui ont été soumises à des procédures de tirage sécuritaire relatives à l'engagement au sein du CF/MDN ou nécessitant l'accès à des renseignements et des biens protégés. Lors de la prise de décisions au sujet du niveau de l'autorité de sécurité, les institutions ne peuvent se référer qu'aux informations contenues dans cette banque et non aux informations d'enquête contenues dans la banque du SCRS. **Usages compatibles :** Les données peuvent être utilisées dans le cadre de situations qui, pour des motifs raisonnables, constituent des menaces envers la sécurité du Canada ou du MDN. Ils peuvent également être utilisés au cours d'enquêtes licites. Des renseignements sur le contrôle de sécurité du personnel peuvent être demandé ou transférés à d'autres agences/ministères à la demande des bureaux de sécurité des différents ministères à des fins d'emploi. **Normes de conservation et de destruction :** Tout les registres du personnel sont conservés pour une période de minimum de dix ans à compter de la date de la dernière action administrative

Demandes de renseignements adressées par des organismes d'enquête et réponses à ces demandes
Description : Ce fichier contient toutes les demandes de renseignements présentées au MDN par les organismes d'enquête énumérées à l'annexe II des règlements sur la protection des renseignements personnels conformément à l'article 8(2)(e) de la Loi sur la protection des renseignements personnels. Le fichier contient également les réponses à ces demandes ainsi que des renseignements concernant leur traitement.
Catégorie de personnes : Cette banque s'applique aux militaires des FC, aux employés civils du MDN.
But : Ce fichier a pour but de tenir un dossier de statistiques qui rend compte du nombre de demandes de renseignements reçues chaque année et présentées au Commissaire à la protection de la vie privée en vertu de l'article 8(2)(e) de la Loi sur la protection des renseignements personnels. **Usages compatibles :** L'information peut être partagée avec les agences d'investigation et les forces de l'ordre, au Canada et à l'étranger, pour fins d'administration ou d'application de la loi, et pour la détection, la prévention ou la répression du crime en général.
Normes de conservation et de destruction : Les données contenues dans le fichier sont détruites après deux ans à compter de la date de la dernière pièce de correspondance concernant ces demandes. On peut y avoir accès par l'entremise du Directeurs-accès à l'information et protection des renseignements personnels (DAIRP) en indiquant : la classification ou code d'emploi militaire (s'il y a lieu), le grade, ses noms et prénoms. **Renvoi au dossier # :** MDN ACP 610 **Enregistrement (SCT) :** 000218
Numéro de fichier : MDN PPE 854

Désignation des personnes à charge supplémentaire, demandes d'un complément de rémunération et demandes de remboursement de frais médicaux ou de frais d'hospitalisation à l'extérieur du Canada
Description : Ce fichier contient des renseignements sur les caractéristiques de la personne à l'égard de laquelle la demande a été présentée. **Catégorie de personnes :** Cette banque s'applique : aux militaires des FC, les personnes à charge supplémentaire des militaires. **But :** Ce fichier constitue un dossier sur les personnes à charge supplémentaire des militaires des FC en poste à l'extérieur du Canada aux fins du remboursement des frais médicaux et des frais d'hospitalisation. **Normes de conservation et de destruction :** Les dossiers sont détruits après deux années civiles. Pour repérer les dossiers des personnes à charge, il faut indiquer les renseignements suivants sur : les personnes à charge le nom, la date de naissance, le lien de parenté avec le militaire, le militaire, le numéro matricule. **Renvoi au dossier # :** MDN DRA 450 **Enregistrement (SCT) :** 000178
Numéro de fichier : MDN PPE 809

Désignation des prisons militaires et des casernes de détention
Description : Ce fichier renferme les dossiers relatifs aux personnes qui ont été incarcérées dans des prisons administratives et de contrôle pendant l'incarcération d'une personne purgeant une peine. Parmi ces dossiers on retrouve ceux qui portent sur : l'admission, la discipline, l'entretien des effets personnels, la remise de peine, la libération. **Catégorie de personnes :** Cette banque s'applique aux personnes qui sont ou ont été incarcérées dans des prisons et des casernes de détention militaires. **But :** Ce fichier sert : à contrôler les documents administratifs et juridiques relatifs à l'incarcération d'une personne, à inscrire toute mesure disciplinaire prise à son égard, à assurer le respect des politiques et modalités relatives à l'administration de l'incarcération d'un détenu, le processus de prise de décision relatif à ce nombre de jours et à faciliter le calcul du nombre de jours de remise de peine obtenus par un détenu.
Normes de conservation et de destruction : Les documents que renferme ce fichier sont détruits deux ans après leur dernière utilisation administrative. On peut obtenir les dossiers en demandant : les dates d'incarcération, le lieu, le nom, le numéro d'identification de détention, le numéro matricule. **Enregistrement (SCT) :** 001765 **Numéro de fichier :** MDN PPE 863

Distinctions et récompenses militaires
Description : Ce fichier contient : une liste du personnel ayant reçu des distinctions et récompenses militaires, à un certain nombre de cérémonies militaires concernant : des activités connexes comme les cérémonies commémoratives de l'unité, les citoyennetés d'honneur, des édifices, le gouverneur général, des navires, la royauté. **Catégorie de personnes :** Cette banque s'applique aux : militaires des FC, employés civils du MDN. **But :** Ce fichier a pour but d'établir et de tenir un dossier : des distinctions et récompenses décernées aux militaires des FC, d'un certain nombre d'activités liées aux cérémonies de la Défense nationale. **Normes de conservation et de destruction :** Les dossiers sont gardés pendant cinq années civiles, puis transférés aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro AFC PCE 716. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de naissance, la date et éventuellement la question, le grade et le code d'emploi militaire, les noms et prénoms. **No. ADD :** 69/014 **Renvoi au dossier # :** MDN DDC 420, MDN DDC 445
Enregistrement (SCT) : 000192 **Numéro de fichier :** MDN PPE 823

Dossier d'enquête sur la sécurité et vérification relative à la fiabilité
Description : Ce fichier contient : des analyses de

constitue un dossier sur les enquêtes ouvertes ou statées par des autorités désignées selon les règlements et ordonnances. Ces enquêtes peuvent avoir pour but d'étudier toute question ayant trait à : la conduite, la discipline, l'administration, toutes les fonctions des FC, tout commandement, base, formation, tout autre unité ou élément de ces dernières, toute question concernant un membre quelconque des FC. Il permet de définir le motif des enquêtes, les mesures correctives qui s'imposent, et les responsabilités des personnes concernées. Usages compatibles : On peut avoir accès aux enquêtes sommaires ou aux commissions d'enquête mises sur pied pour analyser les blessures ou les décès des membres et pour présenter des demandes de prestations d'invalidité en vertu de la Loi sur les pensions. Les résultats des enquêtes tenues lors du décès d'un membre des FC peuvent être remis aux membres désignés de la famille responsables de la succession du membre décédé. **Normes de conservation et de destruction :** Ces dossiers sont normalement conservés pendant trois années civiles. Si le dossier contient une enquête portant sur des blessures alors le dossier est gardé jusqu'à la libération du militaire après quoi il est transféré au Archives nationales du Canada, ou si le dossier contient une enquête portant sur un décès alors le dossier est gardé jusqu'à ce que les formalités administratives soient terminées, puis envoyé au Archives nationales du Canada, et les dossiers deviennent partie intégrante du fichier numéro APC PCE 716 ou APC PCE 717. Les dossiers sont classés par incidents et endroits. On peut y avoir accès par l'entremise du Directeurs- accès à l'information et protection des renseignements personnels (DAIRFP) en indiquant : le code d'emploi militaire de la personne en question, le genre et l'année de l'incident, le grade, le nom, le numéro de matricule. **No. ADD : 69/014 Enregistrement (SCT) : 000201**

Numéro de fichier : MDN PPE 832

Comité de sélection et résultats du comité de

sélection supplémentaire

Description : Ce fichier donne accès à trois sources

de renseignements, soit : les rapports du comité de sélection, la liste des candidats admissibles à une promotion et à une conversion des conditions de service et les résultats du comité de sélection supplémentaire. Les rapports du comité de sélection renferment des renseignements sous la forme de conclusions et de recommandations, ainsi que des critères de notation en vue d'une promotion et de la conversion de conditions de service. La liste des candidats admissibles à une promotion et à une conversion de conditions de service contient des renseignements sur chaque candidat : la liste des candidats (conditions de services) contient le numéro matricule, le nom et les initiales, le CIU, l'USTD, la note/mention de conditions de service, le GPM ; quant à la liste des candidats à une promotion, elle indique le rang sur la liste des candidats à la promotion, le grade, le numéro matricule, le nom et les initiales, le GPM, le profil de seconde langue officielle et le CIU. Les rapports du comité de sélection supplémentaire donnent de l'information telle que la comparaison de la notation entre des candidats choisis au hasard, la reproduction de critères de notation établis par le comité de sélection initial, et des renseignements sur les militaires admissibles à une révision par le comité supplémentaire. Par ailleurs, on trouve dans le rapport d'un comité de sélection des renseignements sur le président et les membres de ce comité, comme la signature de l'autorité approbatrice, la date de rédaction et de signature, par les membres convoqués, du compte rendu du conseil du personnel, les numéros matricules, les noms et les initiales. Les annexes de ce fichier contiennent des renseignements personnels concernant le rapport sur la réduction de la liste de promotion le cas échéant, la non-admissibilité à une promotion ou à la révision des conditions de service et les erreurs qui se sont glissées dans le rapport sur la réduction de la liste de promotions et dans le rapport d'appréciation du personnel. Les conclusions s'expriment en termes de possibilités de promotion et d'admissibilité à une conversion des conditions de service. **Catégorie de personnes :** Cette banque de données s'applique aux militaires des FC (personnel de service. **But :** L'objet de cette banque de données est d'enregistrer la liste des candidats et les renseignements fournis dans le compte rendu du conseil du personnel, lesquels proviennent des délibérations du comité de sélection convoqué. Les comités de sélection se réunissent pour dresser une liste de candidats à une promotion et une liste de candidats admissibles à une conversion de conditions de service. Les comités de sélection supplémentaires ont pour leur part le mandat de vérifier l'admissibilité de candidats particuliers à une promotion et aux conditions de service offertes. Les données fournies par les comités de sélection et les comités de sélection supplémentaires conviennent à sélectionner les candidats pour la formation et à déterminer leur admissibilité à l'emploi, à la conversion des conditions de service et à une promotion. **Normes de conservation et de destruction :** Conformément aux dispositions de l'annexe A (Personnel - Comités des FC - Sélection) du fichier d'autorité «Plan de conservation et d'élimination des documents» A-AD-D-1-001/AG-001, les listes de candidats, les compte rendus du conseil du personnel et les résultats du comité supplémentaire sont conservés pendant dix ans sur microfiche, sur papier ou sur support électronique à des fins statistiques et promotionnelles, et seront détruits au terme de cette période. On peut avoir accès à ces dossiers en fournissant le nom, les initiales et le grade, ainsi que le GPM, le NM et la date de réunion du comité. **Renvoi au dossier # :** MDN CNS 530

Enregistrement (SCT) : 004049 Numéro de

fichier : MDN PPE 899

pièces de correspondance, caméra numérique ou photos fixes balayées par scanner, ces renseignements sont conservés dans une base de données automatique. Ces dossiers sont accessibles à travers le Directeur Accès à l'information et protection des renseignements personnels (DAI/PRP) en fournissant le NM/CIDP, le nom complète et la date de naissance, employés civils du MDN et le personnel des forces alliées et leurs personnes à charges, en service au Canada. **But :** Cette banque a pour but de garder les renseignements relatifs à l'émission et à l'annulation d'une carte d'identité et de contrôle d'accès. Pour des raisons de sûreté et de sécurité, ces renseignements sont utilisés pour contrôler l'accès et la sortie à certaines installations et garantir la sécurité des employés et des biens du MDN. **Usages compatibles :** Emission des cartes d'identité et de contrôle d'accès. Les renseignements peuvent être utilisés pour la préparation de rapports à des fins d'analyse statistiques ou d'enquête sur un incident. **Normes de conservation et de destruction :** Les renseignements sur l'accès aux installations du MDN et la sortie de celles-ci ne sont recueillis que pour des raisons de sûreté et sont gardés pendant deux ans ; puis ils sont détruits. Les dossiers d'identification des personnes décédées, sont détruits deux ans après la date du décès. Les dossiers du personnel des Forces alliées sont détruits après l'expiration de la période d'affectation au Canada. Toutes les autres dossiers sont conservés par le MDN pendant cinq ans après la libération ; puis ils sont détruits. **Enregistrement (SCT) :** 003681 **Numéro de fichier :** MDN PPE 896

Code régissant les conflits d'intérêts et l'après-mandat - Militaire

Description : Ce fichier comprend : des documents d'attestation ; des rapports confidentiels indiquant les biens, les exibilités ou la participation à des activités extérieures selon les dispositions de la DAOD 7021, Lignes de conduite relatives aux conflits ; d'intérêts ; des évaluations, des analyses et des pièces de correspondance concernant des conflits réels, potentiels ou apparemment entre les intérêts privés ou les biens d'un militaire et ses fonctions et responsabilités officielles ; et des rapports et de la correspondance concernant des offres conclues ou éventuelles d'emploi. **Catégorie de personnes :** Ce fichier s'applique aux militaires de la Force régulière et aux militaires de la Force de réserve en période de service continu. **But :** Les renseignements du fichier servent à : permettre aux agents désignés de déterminer si un membre des FC respecte les mesures d'observation concernant les conflits d'intérêts et si un officier supérieur ou ancien officier supérieur (tels que définis dans la DAOD 7021-2, Lignes de conduite relatives à l'après-mandat) respecte les mesures d'observation concernant l'après-mandat ; appliquer la série DOAD 7021 ; enregistrer les conflits d'intérêts réels, potentiels

ou apparents et leur règlement, et toute mesure prise au sujet des mesures administratives ou disciplinaires si des conflits d'intérêts existent. Nota : Cela influe sur la capacité d'un membre des FC ou d'un employé du MDN quant à la manière de traiter avec un ancien officier supérieur. **Normes de conservation et de destruction :** Le MDN conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. On peut y avoir accès par l'entremise du Directeur Accès à l'information et protection des renseignements personnels (DAI/PRP) en indiquant : le grade, les nom et prénom, le numéro de matricule. **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 001966 **Numéro de fichier :** MDN PPE 864

Comité de sélection des officiers - Programmes de perfectionnement universitaire et de formation de spécialistes

Description : Ce fichier contient les dossiers sur les comités annuels de sélection pour les programmes d'études suivants : programme militaire d'études en médecine, études d'aumônier, études dentaires, études en droit et études pharmaceutiques, études supérieures, formation universitaire (officiers), et programme pour l'obtention d'un premier baccalauréat. Chaque dossier peut contenir : les conclusions, les critères de sélection, les délibérations, les instructions d'affectation subséquentes, les lettres de l'offre ou du refus aux candidats, les listes des officiers choisis, (le Programme d'études supérieures identifie la liste des officiers choisis pour suivre des études supérieures et la liste des officiers non choisis). Il renferme uniquement des renseignements sur les officiers qui ont présenté une demande. **Catégorie de personnes :** Cette banque s'applique aux officiers des FC qui ont présenté une demande pour les programmes d'études énumérés. **But :** Ce fichier a pour but d'enregistrer les décisions du comité annuel de sélection des officiers s'étant portés candidats pour chaque programme d'études. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois années civiles aux fins d'études statistiques, puis sont détruits. Les personnes qui désirent consulter ces dossiers doivent indiquer : l'année où elles ont présenté leur demande, le code d'emploi militaire, le grade, les noms et prénoms, le numéro matricule, programme en particulier. **No. ADD :** 69/014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 002273 **Numéro de fichier :** MDN PPE 848

Commissions d'enquête/enquêtes sommaires

Description : Ce fichier contient : les conclusions présentées, et les recommandations faites par des commissions d'enquête ou par l'enquêteur, les preuves fournies, et un compte rendu des délimitations du sujet des enquêtes. **Catégorie de personnes :** Ce fichier s'applique aux militaires des FC. **But :** Ce fichier

Autorisations sécuritaires	Cartes d'identification et laissez-passer	Dossier personnel d'un employé	Dotation	Évaluation du rendement	Formation et perfectionnement	Harcelement	Langues officielles	Mesures disciplinaires	Présences et congés	Programme d'équité en matière d'emploi	Rémunération et avantages	Sécurité et santé au travail	Voyages et réinstallations
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Aumônerie militaire
Description : Ce fichier contient les dossiers des aumôniers des FC ainsi que des pièces de correspondance sur des sujets qui les concernent ou les intéressent. **Catégorie de personnes :** Cette banque s'applique aux aumôniers des FC. **But :** Cette banque s'applique aux documents qui servent de guide pour toute décision ayant trait aux aumôniers ou à leur travail. **Normes de conservation et de destruction :** Les dossiers sont détruits après trois ans. Pour y avoir accès, il faut indiquer : le grade les noms et prénoms, le numéro matricule, la religion. **Renvoi au dossier # :** MDN AGP 470, MDN AGC 485 **Enregistrement (SCT) :** 000176 **Numéro de fichier :** MDN PPE 807

Cartes d'identité et de contrôle d'accès
Description : Ce fichier contient des photographies, des signatures, les numéros matricules (NM) (militaires) / codes d'identification du dossier personnel (CIDP) (civils), les noms de famille et les prénoms, la date de naissance et le group sanguin (pour les membres des FC). La banque contient en outre des renseignements sur l'accès à certaines installations. Les renseignements sont recueillis à l'aide de : formulaires d'identification et

des pensions de retraite, vérifie que le total des retenues concorde avec le total des remises de fonds. **Normes de conservation et de destruction :** Sept ans. **Enregistrement (SCT) :** 002831 **Numéro de fichier :** CPIM PPE 807

Registres fiscaux
Description : Ce fichier contient des renseignements personnels reliés aux salaires et diverses retenues salariales, incluant les impôts, sur les employés et certains retraités de l'institution. **Catégorie de personnes :** Employés et retraités de l'institution. **But :** Le but est de se conformer aux exigences de Revenu Canada – Impôt. **Usages compatibles :** Afin d'établir le revenu et impôts de chaque individu. **Normes de conservation et de destruction :** Six ans. **Enregistrement (SCT) :** 002832 **Numéro de fichier :** CPIM PPE 808

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Fichiers particuliers
Assistance judiciaire aux membres des FC
Description : Chaque dossier dans ce fichier contient normalement un bref énoncé du problème judiciaire en question et des avis donnés ou des mesures prises à l'égard de ce problème. La plupart des dossiers concernent des cas où une entrevue a été tenue avec la personne qui nécessite les services d'un avocat. **Catégorie de personnes :** Cette banque s'applique : aux militaires des autres Forces armées mutes ou détachés aux FC, aux militaires des FC, aux employés civils du MDN et leurs personnes à charge servants à l'extérieur du Canada, aux personnes à charge des militaires des FC servants à l'extérieur du Canada. **But :** Ce fichier a pour objet de documenter la prestation de services de consultation personnels par des avocats militaires des FC pour les individus identifiés dans le bloc application. **Normes de conservation et de destruction :** Les dossiers sont détruits après deux ans. On peut y avoir accès par l'entremise du Directeurs - accès à l'information et protection des renseignements personnels (DAIRP) en indiquant : le lieu de l'entrevue, les noms et prénoms, le numéro matricule. **Renvoi au dossier # :** MDN JAG 015 **Enregistrement (SCT) :** 000221 **Numéro de fichier :** MDN PPE 857

Défense nationale

Chapitre 96

Corporation du Pont international de la Voie maritime, Limitée

Chapitre 95

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

personnes : Employés de l'institution. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

Usages compatibles : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

No. ADD : 85-001
Enregistrement (SCT) : 000663
Numéro de fichier : CPIM PPE 802

Laissez-passer – pont

Description : Ce fichier contient une liste des noms des individus à qui un permis a été remis, et d'enregistrer leur taux d'utilisation.

personnes : Employés de l'Administration. **But :** Ce fichier a pour but de conserver des noms de particuliers à qui un permis a été remis, et d'en enregistrer leur taux d'utilisation. Le fichier est informatisé. Les personnes qui désirent consulter le fichier doivent fournir leur nom.

Normes de conservation et de destruction : Les dossiers sont conservés cinq ans après l'annulation ou le non-renouvellement. **No. ADD :** 85-001
Enregistrement (SCT) : 000641
Numéro de fichier : CPIM PPE 801

Primes d'encouragement

Description : Ce fichier comporte des renseignements

Programme d'équité en matière d'emploi	Rémunération et avantages	Sécurité et santé au travail	Stationnement	Voyages et réinstallations
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au sujet d'employés qui ont été identifiés pour le Régime de Primes d'Encouragement (long service) du Gouvernement Fédéral de même que celui de l'institution. Ces renseignements peuvent comprendre le numéro d'employé et la date d'embauche. Ce fichier contient également les registres des bénéficiaires de prime de long service. **Catégorie de personnes :** Employés de l'institution. **But :** Afin d'identifier les individus admissibles aux primes selon le régime des primes d'encouragement du gouvernement fédéral (long service) et aussi le programme de prime pour long service de l'institution. **Usages compatibles :** Voir la section "But" ci-dessus. **Normes de conservation et de destruction :** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits ; les fichiers financiers sont conservés pendant six ans, puis détruits ; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. **Enregistrement (SCT) :** 002828
Numéro de fichier : CPIM PPE 804

Rapports des assurances de la Sun Life du Canada
Description : Ce fichier contient des renseignements personnels reliés aux couvertures de diverses assurances sur chacun des employés. **Catégorie de personnes :** Employés de l'institution. **But :** La Sun Life du Canada, compagnie d'assurance-vie, utilise l'information pour déterminer les primes mensuelles pour les assurances suivantes : Vie, Maladie, Longue invalidité **Usages compatibles :** Voir "But" ci-dessus. **Normes de conservation et de destruction :** Deux ans. **Enregistrement (SCT) :** 002830
Numéro de fichier : CPIM PPE 806

Registres du Régime de Pension
Description : Ce fichier contient des renseignements personnels reliés au Régime de Pension. **Catégorie de personnes :** Employés de l'institution. **But :** Le but est de rapporter les remises de fonds à la caisse de retraite des employés pendant l'année, basées sur leurs retenues salariales. **Usages compatibles :** Le Ministère des Approvisionnements et Services, Direction

Construction de Défense Canada

Chapitre 93

Fichiers particuliers

Conflits d'intérêts

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de personnes :

personnes : Employés de Construction de la défense. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

Usages compatibles : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. ADD :** 85/001

Enregistrement (SCT) :

Numéro de fichier : CDL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans L'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Griefs

Formation et perfectionnement

Évaluation du rendement

Dotation

Dossier personnel d'un employé

mandat

Code régissant les conflits d'intérêts et l'après-

Corporation commerciale canadienne

Chapitre 94

Conseil national des produits agricoles

Chapitre 92

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Évaluation du rendement

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs aspirations et leurs antécédents professionnels, leurs activités de formation et de perfectionnement. Ces données ont été recueillies au moyen d'entrevues ou compilées à partir des dossiers des employés ou des systèmes automatisés de traitement de l'information. Les répondants, qui sont à l'un des groupes désignés : hommes ou femmes, autochtones, personnes handicapées ou minorités visibles. Au besoin, un numéro peut servir à identifier l'employé afin de faciliter le repérage des dossiers.
Catégorie de personnes : Employés du Conseil national de recherches du Canada. **But :** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre du Programme d'équité en matière d'emploi. Les données recueillies permettent d'établir un profil des employés selon leur sexe et leur appartenance aux groupes désignés (p.ex. femmes, autochtones et personnes handicapées et minorités visibles). Ces renseignements servent à comparer la situation des membres des groupes désignés avec celle des autres groupes au sien du CNRC et de leurs homologues sur le marché du travail en général. **Usages compatibles :** Les renseignements recueillis sont utilisés à des fins administratives et pour l'établissement des rapports dans le cadre du Programme d'équité en

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Programme d'équité en matière d'emploi. Normes de conservation et de destruction : Cinq ans après la vérification du programme par la Commission des droits de la personne ou dix ans après la période couvrant le dossier concernent. **No. ADD :** 98/005
Enregistrement (SCT) : 002202 **Numéro de fichier :** CNRC PPE 802
Fichiers ordinaires
matière d'emploi du CNRC, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer le cas échéant et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et représentés d'une manière équitable au sein du Conseil national de recherches. Les données peuvent également être utilisées pour l'élaboration et la mise en oeuvre de politiques associées à l'équité en matière d'emploi. **Normes de conservation et de destruction :** Cinq ans après la vérification du programme par la Commission des droits de la personne ou dix ans après la période couvrant le dossier concernent. **No. ADD :** 98/005
Enregistrement (SCT) : 002202 **Numéro de fichier :** CNRC PPE 802

Prêt d'équipement
Description : Ce fichier contient l'information concernant les prêts d'équipement de bureau, **Catégorie de personnes :** Chercheurs, contractuels, membres du personnel. **But :** Ce fichier sert à tenir compte des prêts. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période d'un an après le retour ou la disposition de la pièce d'équipement. **No. ADD :** 99/003
Enregistrement (SCT) : 005318 **Numéro de fichier :** CNRC PPE 806

Prêt d'équipement
Description : Ce fichier contient l'information concernant les prêts d'équipement de bureau, **Catégorie de personnes :** Chercheurs, contractuels, membres du personnel. **But :** Ce fichier sert à tenir compte des prêts. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période d'un an après le retour ou la disposition de la pièce d'équipement. **No. ADD :** 99/003
Enregistrement (SCT) : 003699 **Numéro de fichier :** CNRC PPE 805

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations

volontaires faites par les employés concernant des

situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les

conflits d'intérêt potentiels et réels entre les fonctions

officielles des employés et leurs intérêts privés ou les

valeurs immobilières qu'ils possèdent. **Catégorie de**

personnes : Employés du Conseil. **But :** Ce fichier

contient des renseignements concernant des situations

de conflit d'intérêt potentiel ou réel pour les employés

des ministères et organismes fédéraux. Il sert à

consigner les conflits d'intérêt potentiels et à résoudre

les situations réelles de conflit d'intérêt. **Usages**

compatibles : Étayer les décisions touchant les

mutations, les mesures disciplinaires et la fin de

l'emploi. **Normes de conservation et de**

destruction : Le Conseil national de recherches

conserve les dossiers pour la durée de l'emploi et

pendant deux années subséquentes, après quoi les

dossiers sont détruits. **No. ADD :** 98/005

Enregistrement (SCT) : 000959 **Numéro de**

fichier : CNRC PPE 801

Dotation

Description : Ce fichier contient les demandes de

dotation en personnel ; les descriptions de poste ; les

échelles de salaire ; les profils de sélection ; les affiches

de concours ; les demandes de mutation ; les listes de

mises à pied ; les imprimés d'ordinateurs relatifs au

répertoire des ressources humaines ; les demandes

d'emploi des candidats ; les listes de candidats ; les

évaluations des jurys de sélection, y compris les notes

d'évaluation provenant des comités de dotation en

personnel ; les examens et les résultats d'examens ; les

listes d'admissibilité ; les offres d'emploi ; les avis

destinés aux candidats ; et la correspondance relative à

la dotation faite par divers moyens, notamment par voie

de concours et à l'aide du répertoire des ressources

humaines. On trouve dans les dossiers du fichier une

grande variété de renseignements personnels qui

peuvent porter sur l'âge, le sexe et le niveau des

études. On peut également trouver des avis relatifs à

des décisions de dotation dans le dossier personnel

d'un employé. **Catégorie de personnes :** Employés

du Conseil national de recherches. **But :** Ce fichier

contient les renseignements qui sont utilisés pour la

dotation de postes au sein du Conseil national de

recherches. **Usages compatibles :** Les

renseignements peuvent aussi être utilisés pour la

sélection de candidats pour le Programme de

détachement du Conseil. **Normes de conservation**

et de destruction : Les dossiers sont conservés

pendant deux ans après l'expiration de la liste

d'admissibilité ou après la dernière action administrative

et sont ensuite détruits. **No. ADD :** 98/005 **Renvoi au**

dossier # : CNR PSA 745 **Enregistrement (SCT) :**

002438 **Numéro de fichier :** CNRC PPE 804

Évaluation du rendement

Description : Ce fichier contient des évaluations, des

rapports et de la correspondance concernant le

rendement de l'employé au travail (habiletés, aptitudes,

réalisations et intérêts). **Catégorie de personnes :**

Employés du Conseil national de recherches du

Canada. **But :** Ce fichier contient des renseignements

concernant le niveau de rendement de chacun des

employés du Conseil national de recherches. Il vise à

déterminer le rendement de chacun des employés,

notamment en ce qui a trait à la nécessité de donner

des cours de formation et de perfectionnement, aux

approbations de la rémunération au rendement, aux

augmentations annuelles, au maintien en fonction, et au

licencement au cours d'une période probatoire

d'emploi pour une durée déterminée. **Usages**

compatibles : Les renseignements servent également

à étayer les décisions ayant trait aux promotions, aux

mutations, aux rétrogradations, à l'aide aux employés,

aux mesures disciplinaires et à la fin de l'emploi.

Normes de conservation et de destruction : Les

dossiers doivent être conservés pendant une période

de cinq ans. Après cette période, les dossiers sont

détruits. **No. ADD :** 98/005 **Enregistrement (SCT) :**

002201 **Numéro de fichier :** CNRC PPE 803

Intégrité scientifique – Enquêtes

Description : Ce fichier contient des données

d'enquêtes sur de présumés manquements à l'éthique

de la recherche scientifique commis par des employés

du CNRC ; notes d'entrevue, attestations de témoins ;

opinions juridiques, notes d'enquête sur de possibles

manquements et rapports d'analyse de ces enquêtes ;

correspondance ; documents de référence ;

procès-verbaux de réunions du comité d'enquête.

Catégorie de personnes : Employés du Conseil

national de recherches du Canada. **But :** Ce fichier

permet de conserver l'information à laquelle on a

recours pour déterminer s'il y a lieu de prendre des

mesures disciplinaires et pour établir la nature de ces

mesures, en cas de manquements à l'éthique de la

recherche scientifique. Les dossiers sont également

conservés pour les procédures d'appel et autres.

Usages compatibles : Faciliter les décisions

concernant les mesures disciplinaires que pourraient

être prises à la suite d'une enquête. **Normes de**

conservation et de destruction : Le Conseil national

Conseil des Arts du Canada

Chapitre 89

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiels, des rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de

personnes : Employés de l'institution. **But :** Ce fichier

contient des renseignements concernant des situations de conflit d'intérêts potentiels ou réels. Il sert à

consigner les conflits d'intérêt potentiels et les solutions apportées pour résoudre les situations de conflit

d'intérêts réels. **Usages compatibles :** Ce fichier sert à étayer les décisions touchant les mutations, les

mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Ces dossiers sont

conservés pendant la durée d'emploi, plus deux ans après quoi les documents sont détruits.

Enregistrement (SCT) : 003780 **Numéro de**

fichier : CDA PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dotation

Formation et perfectionnement

Griefs

Harcèlement

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation

et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Conseil d'examen du prix des médicaments

brevetés

Chapitre 90

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Conseil de recherches en sciences naturelles et en génie du Canada

Chapitre 88

Rémunération et avantages	Stationnement
Sécurité et santé au travail	
Voyages et réinstallations	
Vérification de la fiabilité	

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de personnes : Employés de l'institution. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

Usages compatibles : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

No. ADD : 85-001 **Enregistrement (SCT) :** 001628

Numéro de fichier : RSG PPE 801

Évaluations du rendement des employés

Description : Ce fichier contient des évaluations du rendement, des rapports et de la correspondance concernant le niveau de rendement de chacun des employés du CRSNG en ce qui a trait à leurs aptitudes, à leurs compétences, à leurs réalisations et à leurs intérêts.

Catégorie de personnes : Tous les employés du CRSNG nommés pour une période indéterminée ou déterminée ainsi que certains employés temporaires. **But :** Ce fichier a pour but de tenir à jour les renseignements sur le niveau de rendement de chacun des employés du CRSNG. Les renseignements servent à étayer les décisions ayant trait au maintien en fonctions, à la cessation d'emploi ou à la prolongation d'emplois en période d'essai et à déterminer et approuver la rémunération au rendement et les augmentations de salaire.

Usages compatibles : Les évaluations du rendement servent également aux activités de planification des ressources humaines, par exemple les plans de carrière et de relève, la dotation interne, les mutations, promotions et rétrogradations, l'aide aux employés, les mesures

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Conseil de la radiodiffusion et des télécommunications canadiennes

Chapitre 86

Fichiers particuliers

Mutations

Description : La base de données fournit un inventaire

des candidats qui veulent être mutés. Il comprendra

des curriculum vitae des fonctionnaires, incluant des

lettres de référence ainsi qu'une attestation d'études et

des connaissances d'une langue seconde. **Catégorie**

de personnes : Fonctionnaires du Conseil et en

dehors du Conseil. **But :** La banque identifierait les

emploies susceptibles d'être mutés à des postes au

sein du Conseil et à l'extérieur. **Usages compatibles :**

Aucun. **Normes de conservation et de**

destruction : Les dossiers sont conservés pendant

une période de cinq ans. **No. ADD :** 86/001

Enregistrement (SCT) : 003266 **Numéro de**

fichier : CRT PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

cette publication) une définition des fichiers ordinaires et

une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation

et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griets

Harçèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette

publication) une définition des fichiers ordinaires et une

description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et

d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Programme d'équité en matière d'emploi

Présences et congés

Politique de reconnaissance

Mesures disciplinaires

Langues officielles

Journaux de contrôle des réseaux électroniques

Harçèlement

Griets

Formation et perfectionnement

Évaluation du rendement

Dotation

Conseil de recherches en sciences humaines du Canada

Chapitre 87

Conseil canadien des relations industrielles

Chapitre 84

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Conseil de contrôle des renseignements relatifs aux matières dangereuses

Chapitre 85

Fichiers particuliers

Exclusion pour des raisons confidentielles ou de

gestion

Description : Ce fichier contient des renseignements

personnels relatifs aux exclusions. Il comprend les dates

d'entrée en vigueur des exclusions, l'identification de

l'unité de négociation, le numéro et le titre du poste, le

groupe et le niveau de l'employé, et les motifs

d'exclusion. **Catégorie de personnes :** Employés du

Conseil de contrôle des renseignements relatifs aux

matières dangereuses. **But :** Ce fichier sert à maintenir

une liste complète des exclusions des personnes

proposées à gestion et à des fonctions confidentielles

au Conseil, et constitue le seul registre officiel des

exclusions. **Normes de conservation et de**

destruction : Les avis d'acceptation ou d'objections

sont conservés pendant trois ans et les dossiers

d'exclusions pendant cinq ans. **Enregistrement**

(SCT) : 002881 **Numéro de fichier :** RMD PPE 805

Système d'utilisation des années-personnes

Description : Ce fichier contient le nom, la

classification et la date d'embauche de chaque

employé faisant partie de l'effectif à la fin de la période

visée par le rapport. On utilise ces renseignements pour

vérifier l'identité des employés et relier cette information

à celle du système d'information sur le personnel de

CSC. **Catégorie de personnes :** Renseignements

relatifs aux employés du Conseil. **But :** Le fichier sert à

calculer les années-personnes qui sont utilisées aux fins

de la gestion interne et dans le rapport annuel présenté

au Conseil du Trésor. **Normes de conservation et de**

destruction : On conserve ces dossiers pendant deux

ans. **Enregistrement (SCT) :** 002883 **Numéro de**

fichier : RMD PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

cette publication) une définition des fichiers ordinaires et

une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

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renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés.

Catégorie de personnes : Employés de l'institution.

But : Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite.

Usages compatibles : Identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelle ; aux langues officielles ; à la discipline, ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également aux divers régimes d'assurance-maladie provinciaux ; aux assurés de groupe ; et à Santé nationale et Bien-être social (aux fins des pensions).

Normes de conservation et de destruction : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada.

Enregistrement (SCT) : 003027 **Numéro de fichier :** CNC PPE 804

Vérification de la fiabilité

Description : Ce fichier contient des renseignements rassemblés par l'institution lorsqu'elle a procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité des personnes demandant à travailler dans ses services en vertu d'une nomination. Le fichier renferme des données sur les études, les antécédents professionnels, les casiers judiciaires et les vérifications des références.

Catégorie de personnes : Les candidats retenus qui ont demandé à travailler au Conseil canadien des

normes en vertu d'une nomination. **But :** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. **Usages compatibles :** Étayer les décisions se rapportant à l'embauchage et à la cessation d'emploi. **Normes de conservation et de destruction :** Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé. **Renvoi au dossier # :** CNC DAF 903 **Enregistrement (SCT) :** 003026 **Numéro de fichier :** CNC PPE 803

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations ; le numéro d'assurance sociale ; les certificats ; les dossiers concernant le paiement des frais et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **Catégorie de personnes :** Employés de l'institution. **But :** Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **No. ADD :** 85-001 **Renvoi au dossier # :** CNC DAF 915, CNC DAF 903 **Enregistrement (SCT) :** 003024 **Numéro de fichier :** CNC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Évaluation du rendement

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Chapitre 83

Fichiers particuliers

Présences et congés

Description : Ce fichier contient des rapports sur les

absences et les demandes de congé, ainsi que les

certificats médicaux connexes à un congé de maladie.

Ces renseignements sont présentés sous forme de

modules automatisés enregistrés dans des bases de

données sur le personnel. **Catégorie de personnes :**

Employés du Conseil canadien des normes. **But :** Ce

fichier sert à obtenir des renseignements pour

l'administration des congés et des présences des

employés. **Usages compatibles :** Consigner les

congés autorisés et les jours de présence ; étayer les

décisions relatives à la rémunération et aux avantages,

notamment en ce qui a trait aux congés et à la fin

d'emploi. **Normes de conservation et de**

destruction : Les dossiers sont détruits deux ans

après la fin de l'exercice financier. **Renvoi au**

dossier # : CNC DAF 903 **Enregistrement (SCT) :**

003025 **Numéro de fichier :** CNC PPE 802

Code régissant les conflits d'intérêts et

l'après-mandat

Description : Ce fichier renferme (1) les documents

d'attestation montrant que l'employé a lu et compris le

Code du Conseil canadien des normes (CCN) et

s'engage à observer le Code comme condition

d'emploi et indiquant s'il possède ou non des biens et

s'il a des biens ou des exibilités visés par l'article 6, et

participe aux activités décrites dans l'article 14 du Code

du CCN ; (2) des rapports confidentiels sur les biens,

les exibilités et la participation à des activités

extérieures pouvant faire l'objet de rapports

confidentiels conformément au Code régissant les

conflits d'intérêts et l'après-mandat. **Catégorie de**

personnes : Employés du CCN. **But :** Ce fichier

renferme des renseignements (1) indiquant si l'employé

a lu et compris le Code du CCN et s'engage à

l'observer comme condition d'emploi ; (2) indiquant s'il

existe des possibilités de conflits d'intérêts pour les

employés d'organismes ou ministères fédéraux ; (3) qui

permettent de tenir un registre des conflits d'intérêts

potentiels, de résoudre les conflits d'intérêts réels, et (4)

de consigner les mesures d'observation

d'après-mandat qui sont requises de l'employé, y

compris les décisions réduisant le délai de prescription.

Usages compatibles : Résoudre des conflits

d'intérêts réels et potentiels. **Normes de**

conservation et de destruction : Le ministère ou

organisme auquel le document d'attestation et le

rapport confidentiel ont été soumis conserve ces

documents pendant la durée d'emploi, plus deux ans,

après quoi les documents sont détruits. **Renvoi au**

Dossier personnel d'un employé

dossier # : CNC DAF 903 **Enregistrement (SCT) :**

003209 **Numéro de fichier :** CNC PPE 805

Description : Ce fichier contient le dossier sommaire

de toutes les périodes d'emploi d'une personne au sein

du Conseil canadien des normes. Ce dossier est

conservé afin de faciliter l'administration du personnel.

Les renseignements contenus dans les dossiers d'un

employé peuvent être utilisés aux fins suivantes :

prendre des décisions ayant trait à la dotation ; aux

présences et aux congés ; à la rémunération et aux

avantages ; à la formation et au perfectionnement ; à

l'hygiène et à la sécurité professionnelles ; aux langues

officielles ; à la discipline ; et lorsque les renseignements

touchant un domaine peuvent influencer sur une décision

prise dans un autre domaine. Dans les cas

susmentionnés, le fichier contient des renseignements

succincts et connexes à des renseignements plus

détailés trouvés dans d'autres fichiers. Ces

renseignements peuvent être utilisés, autant que ce soit

d'une manière conforme aux usages prévus, afin

d'assurer que les mesures prises en matière de

personnel au sein des ministères et organismes

fédéraux soient coordonnées dans le meilleur intérêt de

l'employé et de l'employeur. C'est l'organisme ou le

ministère pour lequel l'employé travaille présentement

qui exerce le contrôle sur le dossier personnel de ce

dernier. Ce fichier renferme des renseignements

concernant les caractéristiques personnelles,

notamment l'âge et le sexe ; le numéro d'assurance

sociale ; l'adresse domiciliaire ; la citoyenneté ; les

études (diplômes, certificats et bulletins) ; les emplois

antérieurs non gouvernementaux, le curriculum vitae et

les références ; l'emplacemement de l'organisme ou du

ministère ; les nominations, les mutations, les

promotions et les rétrogradations ; les périodes

d'emploi, notamment les stages, les mises à pied et la

durée de l'emploi ; la classification, notamment les

numéros de poste, les groupes, les niveaux, les titres et

les traitements ; les pensions et les assurances,

notamment les noms des bénéficiaires. On peut

également y trouver, le cas échéant, des

renseignements concernant le service militaire, y

compris les périodes et les domaines de service ; les

réalisations professionnelles, y compris les publications,

les brevets et les primes ; les passeports ; la fin de

l'emploi, notamment les certificats et les raisons du

départ de l'emploi. Le dossier individuel d'un employé

comprend des résumés de décisions concernant la

dotation ; les présences et les congés ; la rémunération

et les avantages ; la formation et le perfectionnement ;

les décisions concernant les indemnités et l'aptitude au

travail ; les langues officielles ; la discipline ; et les

vérifications de fiabilité. On trouve toutefois les

la limite de crédit. **Catégorie de personnes** : Les membres du personnel de Condition féminine Canada qui en ont reçu l'autorisation. **But** : Veiller à ce que les achats faits par le personnel au nom du Ministère soient facturés aux comptes correspondant aux cartes d'achat appropriées. **Usages compatibles** : Ces renseignements sont utilisés aux fins de comptes rendus et de rapports sur les dépenses effectuées pour le Ministère à partir de cartes d'achat. **Normes de conservation et de destruction** : Les renseignements sont conservés pendant six années financières, conformément aux Autorisations plur-institutionnelles de disposer les documents administratifs communs du gouvernement du Canada, partie 4, Fonction «contrôleur». **No. ADD** : 99/004 **Enregistrement (SCT)** : 005274 **Numéro de fichier** : CFC PPE 805

Exclusion des postes de direction et de confiance **Description** : Cette banque de données contient des renseignements sur les membres du personnel exclus des négociations collectives. On y retrouve la date d'exclusion, le code d'exclusion, le niveau et le groupe ainsi que la direction générale et la division. **Catégorie de personnes** : Les membres du personnel de Condition féminine Canada exclus des négociations collectives en raison du poste de direction ou de confiance qu'elles ou ils occupent. **But** : Consigner des données sur les membres du personnel exclus des négociations collectives. **Usages compatibles** : Cette banque de données sert aux fins de la rémunération ainsi qu'en cas de grève. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de deux ans, après que l'information ait été remplacée ou soit devenue désuète. Cette mesure est conforme aux Autorisations plur-institutionnelles de disposer les documents administratifs communs du gouvernement du Canada, Partie 5, Fonction «gestion des ressources humaines». **No. ADD** : 98/005 **Enregistrement (SCT)** : 005277 **Numéro de fichier** : CFC PPE 815

Récompenses pour longs états de services **Description** : Cette banque de données contient des noms, les dates d'entrée en fonction et les récompenses attribuées. **Catégorie de personnes** : Les employées et employés de Condition féminine Canada. **But** : La récompense pour longs états de service est le moyen par lequel Condition féminine Canada reconnaît les accomplissements de ses employées et employés. **Usages compatibles** : Accorder des cadeaux commémoratifs après un certain nombre d'années de service. **Normes de conservation et de destruction** : Les fichiers opérationnels sont conservés pendant une période minimale de deux ans après la dernière consultation à des fins administratives puis détruits; les fichiers financiers sont conservés pendant six ans puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. Ceci est conforme avec les Autorisations plur-institutionnelles de disposer les documents administratifs communs du gouvernement du Canada, Partie 5, Fonction «gestion

des ressources humaines». **No. ADD** : 98/005 **Enregistrement (SCT)** : 005276 **Numéro de fichier** : CFC PPE 810

Système de gestion des salaires **Description** : Cette banque de données contient des renseignements personnels sur chaque employé de Condition féminine Canada, y compris ses nom et prénom, sa catégorie et son niveau professionnels, son salaire annuel, la date d'anniversaire de son entrée en fonction et son code financier. **Catégorie de personnes** : Employés de Condition féminine Canada, y compris les employés à temps plein et à temps partiel, les employés nommés pour une période déterminée, les employés occasionnels, les étudiants et les détachements. **But** : Le Système de gestion des salaires est le système ministériel de tenue des dossiers financiers pour la gestion des salaires. **Usages compatibles** : Il s'agit d'un outil de prévision qui aide les gestionnaires à administrer leur masse salariale et leurs ressources en équivalent temps plein pour l'exercice en cours. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant six exercices avant d'être éliminés conformément aux Autorisations plur-institutionnelles de disposer les documents administratifs communs du gouvernement du Canada, Partie 4, Fonction «contrôleur». **No. ADD** : 99/004 **Enregistrement (SCT)** : 005278 **Numéro de fichier** : CFC PPE 820

Fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés **Autorisations sécuritaires** **Cartes d'identification et laissez-passer** **Code régissant les conflits d'intérêts et l'après-mandat** **Dossier personnel d'un employé** **Dotation** **Évaluation du rendement** **Formation et perfectionnement** **Griets** **Harèlement** **Langues officielles** **Mesures disciplinaires** **Présences et congés** **Programme d'équité en matière d'emploi** **Rémunération et avantages** **Sécurité et santé au travail** **Stationnement** **Voyages et réinstallations**

Communication Canada

Chapitre 81

Fichiers particuliers

Fichiers ordinaires	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Autorisations sécuritaires	Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat	Dossier personnel d'un employé
Dotation	Évaluation du rendement

Services intranet de Communication Canada

Description : Cette banque de données peut contenir les noms, les adresses électroniques, les numéros de téléphone et de télécopie ainsi que les adresses de fournisseur d'accès Internet d'employés qui ont donné de l'information sollicitée ou non au site intranet de Communication Canada. La banque contient des réponses à des commentaires et à des questions et toute autre information pertinente au traitement de tels commentaires et de telles questions.

personnes : Les employés de Communication Canada qui ont donné de l'information sollicitée ou non au site intranet de Communication Canada. **But :** Cette information est colligée afin de traiter les commentaires et les questions reçus et de retracer les réponses données. Cette information est mise à la disposition du personnel de Communication Canada afin de fournir une réponse aux demandes de renseignements et d'améliorer le service à la clientèle de notre site Internet.

Usages compatibles : L'information sera utilisée par divers membres de Communication Canada qui sont responsables de tenir à jour les pages sur le site intranet du Ministère. **Normes de conservation et de destruction :** À établir. **Enregistrement (SCT) :** 005367 **Numéro de fichier :** COM PPE 800

Condition féminine Canada

Chapitre 82

Fichiers particuliers

Dossier principal des détenteurs de cartes de crédit du Ministère

Description : Cette banque de données contient des renseignements sur les membres du personnel de Condition féminine Canada qui sont responsables d'une carte d'achat du gouvernement fédéral (Mastercard, Visa, etc.). Cette banque comprend le numéro de carte, le nom de la personne qui détient la carte, la date limite et

Communication Canada

Chapitre 81

Fichiers particuliers

Fichiers ordinaires	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Autorisations sécuritaires	Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat	Dossier personnel d'un employé
Dotation	Évaluation du rendement

Commission du droit du Canada

Chapitre 79

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Commission nationale des libérations conditionnelles

Chapitre 80

Fichiers particuliers

Vérification approfondie de fiabilité

Description : Ce fichier contient des renseignements

recueillis par la Commission nationale des libérations

conditionnelles (CNLC) au cours de vérifications de fiabilité

effectuées sur des personnes travaillant ou voulant

travailler à la CNLC par voie de nomination, d'affectation

ou d'accord contractuel, conformément à la politique sur

la sécurité du gouvernement fédéral. Le fichier contient

des données ayant trait à leurs études, à leurs qualités et

à leurs antécédents professionnels, à leur dossier de

crédit, et à leur casier judiciaire, si elles en ont un, ainsi

que d'autres données personnelles. Ces renseignements

servent à confirmer l'identité et à déterminer la fiabilité de

ces personnes. **Catégorie de personnes :** Personnes

travaillant ou voulant travailler à la Commission nationale

des libérations conditionnelles par voie de nomination,

d'affectation ou d'accord contractuel. **But :** Ce fichier sert

à confirmer l'identité des personnes en cause et à

déterminer si l'on peut s'attendre à ce qu'elles exécutent

leurs tâches de façon honnête et fiable. **Usages**

compatibles : Les renseignements sont utilisés pour

appuyer les décisions relatives à des mutations, à des

promotions, à des mesures disciplinaires et à des

cessations d'emploi. **Normes de conservation et de**

destruction : Les renseignements contenus dans ce

fichier sont détruits deux ans après la dernière utilisation à

des fins administratives. **No. ADD :** 86/001 **Renvoi au**

dossier # : CLC CLC 005 **Enregistrement (SCT) :**

002100 **Numéro de fichier :** CLC PPE 801

Harèlement

Description : Ce fichier contient de l'information

concernant les plaintes de harcèlement et le règlement

des problèmes de harcèlement, notamment la médiation

et les enquêtes. Les données recueillies comprennent de

la correspondance concernant les allégations de

harcèlement; les entrevues réalisées avec les plaignants et

les mis en cause; les entrevues avec les témoins des

incidents; les rapports des enquêtes et les analyses des

événements et des résultats, ainsi que les dossiers

touchant les décisions prises au sujet d'incidents donnés

ou de plaintes de harcèlement. Lorsqu'on a recours à la

médiation, les profils et les évaluations des médiateurs, les

ententes de médiation, règlement, de mêmes que les

notes et les opinions des médiateurs peuvent être versées

au dossier. Ces renseignements doivent constituer un

dossier distinct et ne doivent pas être placés dans le

dossier personnel d'un plaignant. Lorsqu'une mesure

disciplinaire est prise à la suite d'une enquête, les

renseignements peuvent être transférés dans le fichier se

rapportant aux mesures disciplinaires. **Catégorie de**

personnes : Employés de la Commission nationale des

libérations conditionnelles et autres personnes à l'emploi

de la fonction publique. **But :** Ce fichier a pour but

d'émagasiner les renseignements nécessaires pour

traiter les plaintes de harcèlement; pour établir, dans des

circonstances données, s'il y a vraiment une situation de

harcèlement et, dans l'affirmative, déterminer les mesures

appropriées, notamment des mesures disciplinaires, pour

mettre fin à cette situation. **Usages compatibles :**

Appuyer les décisions portant sur les mutations et les

mesures disciplinaires à l'endroit des employés et assurer

l'équité du processus de l'enquête, renseignements

concernant les résultats et les recommandations de

l'enquête pouvant être divulgués au plaignants et au mis

en cause. À la suite d'une plainte fondée, on peut

divulguer au plaignant toute mesure corrective ou

disciplinaire. On peut utiliser des renseignements d'ordre

général touchant des personnes qui ne peuvent être

identifiées pour analyser les tendances et donner de

l'information aux personnes oeuvrant dans le domaine de

la prévention et du règlement du harcèlement. **Normes**

de conservation et de destruction : Les dossiers sont

détruits cinq ans après la dernière mesure administrative

prise au sujet d'un cas donné. **Numéro de fichier :** CLC

PPE 805

Commission d'examen des plaintes concernant la police militaire

Chapitre 77

Fichiers particuliers

Services intégrés

Relations de travail

Description : Ce fichier contient des avis et mesures prises suite à l'inconduite d'employés ; les plaintes officielles ou non de harcèlement, leur évaluation et leur résolution ; les griefs présentés par les employés et leurs agents de négociation ; et la réception d'événements ayant trait aux relations de travail, les enquêtes et les mesures prises à ce sujet. **Catégorie de personnes :** Employés de la Commission, y compris les entrepreneurs et les personnes embauchées par l'entremise d'agences de placement temporaire. **But :** Documenter tout renseignement requis pour traiter une plainte ou une mesure, pour prendre une décision dans une situation particulière et pour agir de façon spécifique. **Usages compatibles :** Pour soutenir les décisions sur des questions ayant trait aux relations de travail tel que la discipline, le harcèlement, les griefs. **Normes de conservation et de destruction :** (Présentation aux Archives nationales du Canada). **Enregistrement (SCT) :** 005244

Numéro de fichier : CPM PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et

une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Journaux de contrôle des réseaux électroniques

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Commission du droit d'auteur Canada

Chapitre 78

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Commission des traités de la Colombie-Britannique

Chapitre 76

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossiers des ressources humaines sur les employés

Evaluations du rendement des employés

Personnel

Voyages et déménagements

Fichiers particuliers

Nomination des arbitres (griefs et différends)
Description : Ce fichier renferme des renseignements concernant la nomination des arbitres (griefs et différends) à la Commission. **Catégorie de personnes :** Arbitres (anciens et actuels) nommés par la Commission pour résoudre les différends et arbitres nommés par un décret en conseil pour trancher les griefs. **But :** Ce fichier sert à consigner les renseignements concernant la nomination des arbitres (griefs et différends). **Usages compatibles :** Le fichier permet également de consigner et de fournir des renseignements sur les personnes nommées à titre

alléguant qu'un employeur ou une association d'employés n'a pas exécuté soit une disposition quelconque d'une certaine décision arbitrale, soit une décision d'un arbitre, ou alléguant qu'il y a eu violation de certaines dispositions de la Loi sur les relations de travail dans la Fonction publique ou de son Règlement ou de la Loi sur les relations de travail au Parlement ou de ses règlements et, depuis le 1^{er} juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, manquement au devoir de représentation juste. **Usages compatibles :** Appuyer les décisions de la Commission concernant les plaintes pour pratique déloyale. **Normes de conservation et de destruction :** Les dossiers des affaires sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. ADD :** 85/013 **Renvoi au dossier # :** RTC BSG 060 **Enregistrement (SCT) :** 000774 **Numéro de fichier :** RTF PCE 703

Fichiers ordinaires

d'arbitres. **Normes de conservation et de destruction :** Les renseignements sont conservés pendant 25 ans après la fin du mandat et ensuite détruits. **Renvoi au dossier # :** RTF BSG 155 **Enregistrement (SCT) :** 002186 **Numéro de fichier :** RTF PPE 802

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

procédure de règlement des griefs, les avis d'auditions connexes ou les avis de décisions rendues par la Commission. **Catégorie de personnes** : Ce fichier concerne les personnes employées dans la Fonction publique du Canada ou au Parlement qui ont soumis des griefs à la Commission. **But** : Ce fichier a pour but d'enregistrer, à l'intention des arbitres membres de la Commission, les griefs concernant des violations alléguées de dispositions de conventions collectives ainsi que les griefs concernant des mesures disciplinaires importantes et, depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, cessation d'emploi pour des motifs autres que ceux d'ordre disciplinaire. **Usages compatibles** : Appuyer les décisions de la Commission concernant les griefs arbitrables. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. Les formes d'approbation d'exclusions sont conservées pendant deux ans à compter de la date où elles ont été données et sont ensuite détruites. **No. ADD** : 85/013 **Renvoi au dossier #** : RTC BSG 075 **Enregistrement (SCT)** : 000773 **Numéro de fichier** : RTF PCE 702

Plaintes - Code canadien du travail - partie II
Description : Ce fichier contient les plaintes que les employés déposent contre leur employeur à la suite de mesures prises par ce dernier parce qu'ils se sont prévalus des droits que leur accorde la Partie II du Code canadien du travail. **Catégorie de personnes** : Fonctionnaires fédéraux. **But** : Ce fichier a pour but de consigner la décision rendue par la Commission à l'égard des plaintes que les employés déposent contre leur employeur. **Usages compatibles** : Appuyer les décisions rendues par la Commission quant à savoir si l'employeur a pris ou non des mesures contre l'employé parce qu'il s'est prévalu d'un des droits que lui accorde la Partie II du Code canadien du travail. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **Renvoi au dossier #** : RTF PCE 709

Plaintes relatives à des pratiques de travail déloyales
Description : Ce fichier contient les formulaires de plaintes, les réponses à ces plaintes, les avis d'audition connexes et les décisions rendues par la Commission. **Catégorie de personnes** : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont déposé une plainte contre un employeur ou une association d'employés, en alléguant que ceux-ci n'ont pas respecté certains règlements, procédures ou décisions de la Commission. **But** : Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs ont faites au sujet de propositions d'employeurs qui visent à exclure des employés de certaines unités de négociation, en invoquant comme motif que ces derniers exercent des fonctions

procédure de règlement des griefs, les avis d'auditions connexes ou les avis de décisions rendues par la Commission. **Catégorie de personnes** : Ce fichier concerne les personnes employées dans la Fonction publique du Canada ou au Parlement qui ont soumis des griefs à la Commission. **But** : Ce fichier a pour but d'enregistrer, à l'intention des arbitres membres de la Commission, les griefs concernant des violations alléguées de dispositions de conventions collectives ainsi que les griefs concernant des mesures disciplinaires importantes et, depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, cessation d'emploi pour des motifs autres que ceux d'ordre disciplinaire. **Usages compatibles** : Appuyer les décisions de la Commission concernant les griefs arbitrables. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. ADD** : 85/013 **Renvoi au dossier #** : RTF BSG 065

Enregistrement (SCT) : 000772 **Numéro de fichier** : RTF PCE 701

Médiation des plaintes/griefs
Description : Ce fichier contient les demandes de médiation, les réponses à ces demandes, les avis de réunions et les rapports d'étape. **Catégorie de personnes** : Ce fichier concerne les personnes employées dans la fonction publique du Canada et au Parlement. **But** : Ce fichier a pour but de consigner les étapes administratives du processus de médiation. **Usages compatibles** : Consigner l'information et la fournir sur demande. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant 4 années et ensuite détruits. **Renvoi au dossier #** : RTF BSG 179 **Enregistrement (SCT)** : 005254 **Numéro de fichier** : RTF PCE 701

Opposition à l'exclusion de postes de direction ou de confiance
Description : Ce fichier contient les demandes d'employeurs visant à exclure des employés de certaines unités de négociation, ainsi que les réponses données à ces demandes, et les décisions rendues par la Commission. **Catégorie de personnes** : Ce fichier concerne les personnes qui, selon l'employeur, exercent des fonctions confidentielles ou de gestion dans la Fonction publique du Canada, ou au Parlement. **But** : Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs ont faites au sujet de propositions d'employeurs qui visent à exclure des employés de certaines unités de négociation, en invoquant comme motif que ces derniers exercent des fonctions

Canada, sous la gouverne de Développement des ressources humaines Canada, a maintenant la responsabilité concernant cet article de la Loi. L'information recueillie servait à appuyer les décisions rendues par la Commission après son enquête sur les décisions des agents de sécurité, relatives à la présence ou non d'un danger. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **Renvoi au dossier #** : RTF BSG 145 **Enregistrement (SCT)** : 001880 **Numéro de fichier** : RTF PCE 710

Demande de prolongation de délai
Description : Ce fichier contient les demandes de prolongation de délai, les avis d'auditions connexes et les décisions rendues par la Commission. **Catégorie de personnes** : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté une demande de prolongation de délai afin de pouvoir présenter un grief ou donner une réponse à une procédure. **But** : Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes de prolongation de délai faites par des personnes désireuses de présenter un grief à un employeur, de faire renvoyer un grief à l'arbitrage de la Commission, ou de soumettre une réponse à une procédure.

Usages compatibles : Appuyer les décisions de la Commission concernant les demandes de prolongation de délai. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No.**

ADD : 85/013 **Renvoi au dossier #** : RTF BSG 110 **Enregistrement (SCT)** : 000776 **Numéro de fichier** : RTF PCE 705

Demandes de révision
Description : Ce fichier contient les demandes de révision des décisions de la Commission, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission au sujet du traitement de ces demandes. **Catégorie de personnes** : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté à la Commission une demande en vue de faire réviser, amender, altérer ou modifier une décision quelconque rendue par la Commission. **But** : Ce fichier a pour but de consigner, à l'intention de la Commission, les

demandes faites en vertu de l'article 27 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 17 de la Loi sur les relations de travail au Parlement afin de faire réviser, amender, altérer ou modifier une décision ou une ordonnance quelconque rendue par cette Commission. **Usages compatibles** : Appuyer les décisions rendues par la Commission au sujet des demandes de révision de ses décisions. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No.** **ADD** : 85/013 **Renvoi au dossier #** : RTF BSG 050 **Enregistrement (SCT)** : 000777 **Numéro de fichier** : RTF PCE 706

Détermination des postes désignés
Description : Ce fichier contient les listes des postes considérés comme étant « désignés », les avis d'auditions connexes, les décisions rendues par la Commission à leur égard et les listes des employés « désignés ». **Catégorie de personnes** : Ce fichier concerne les personnes membres de la Fonction publique du Canada et qui sont réputées des employés « désignés », c'est-à-dire des personnes dont les fonctions sont nécessaires dans l'intérêt de la sûreté ou de la sécurité du public. **But** : Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs ont faites pour s'opposer aux propositions d'employeurs qui veulent que certains employés ou certaines classes d'employés membres d'une certaine unité de négociation soient considérés comme des employés « désignés ». Depuis le 1^{er} juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, ce sont les postes plutôt que les fonctionnaires dont l'exclusion est proposée au titre des fonctions nécessaires pour la sécurité du public. **Usages compatibles** : Appuyer les décisions de la Commission sur la question de savoir si certains postes de la Fonction publique du Canada sont des postes « désignés ». **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No.**

ADD : 85/013 **Renvoi au dossier #** : RTF BSG 080 **Enregistrement (SCT)** : 000779 **Numéro de fichier** : RTF PCE 708

Griefs renvoyés à l'arbitrage
Description : Ce fichier contient les formulaires de renvoi à l'arbitrage, les copies de griefs, les réponses données par des employeurs à tous les paliers de la

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Commission des relations de travail dans la fonction publique

Fichiers centraux

Annulation de l'accréditation

Description : Ce fichier contient les demandes de révoation d'accréditation, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes

employées au Parlement qui sont réputées faire partie d'une unité de négociation et qui ont transmis à la Commission une demande de révocation de l'accréditation de leur agent négociateur. **But :** Ce

titulier a pour but de consigner, a l'intention de la Commission, les demandes que des personnes ont faites en vertu de l'article 42 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 29 de la Loi sur les relations de travail au Parlement pour

Usages compatibles : Appuyer les décisions de la Commission concernant les demandes de révocation

de l'accréditation de certains agents négociateurs. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles

ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. ADD :** 85/013

fichier : RTF PCE 704

Autorisation d'intenter des poursuites

Description : Ce fichier contient des demandes d'autorisation de poursuivre, des déclarations réglementaires ou assermentées, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission.

Catégorie de personnes : Ce fichier concerne les personnes

Décisions des agents de sécurité

nationales du Canada à des fins archivistiques. **No.**
 ADD : 85/013 **Renvoi au dossier #** : RTF BSG 105
 Enregistrement (SCT) : 000778 **Numéro de**
 fichier : RTF POE 707

destruction : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont

personnes, n'ont pas obéi à une interdiction quelconque prévue dans certains articles de la Loi sur les relations de travail dans la Fonction publique ou de la Loi sur les relations de travail au Parlement. *Usages*

alégation selon laquelle elles n'ont pas observé certains articles de la Loi sur les relations de travail dans la Fonction publique. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes faites pour obtenir de la Commission

membres de la Fonction publique du Canada ou employés au Parlement contre lesquelles, sur demande de leur employeur, on a envisagé ou l'on

de travail dans la

du public contre la GRC

Commission des champs de bataille nationaux

Chapitre 72

Fichiers particuliers

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, y compris l'âge et le sexe ; le numéro d'identification de l'employé ; l'adresse du domicile ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs détenus ; le curriculum vitae et les références ; l'emplacement géographique et la situation dans l'organisation ; les nominations, les mutations, les promotions et les démissions ; les périodes d'emploi, y compris les périodes de stage, la durée de l'emploi ; les évaluations du rendement ; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les pensions et les assurances, y compris les normes des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; la fin de l'emploi, y compris les certificats et les raisons qui ont mené au départ de l'employé. Le dossier individuel d'un employé peut comprendre des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline ; et les autorisations sécuritaires. On trouve parfois la principale série de renseignements concernant ces sujets dans les autres fichiers particuliers décrits dans ce chapitre. Il est possible que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Parmi ces renseignements, certains sont introduits dans un système informatisé afin de permettre la préparation de rapports sur des sujets tels que la formation, la dotation effectuée au moyen du répertoire des ressources humaines, les présences et les congés ainsi que d'autres rapports connexes au besoin.

Catégorie de personnes : Employés de la Commission des champs de bataille nationaux. **But :** Ce fichier contient le dossier de toutes les périodes

d'emploi d'une personne et est conservé afin de faciliter l'administration du personnel. Les renseignements

contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au développement ; à l'hygiène et à la sécurité professionnelle ; aux langues officielles ; à la discipline ; au niveau de sécurité ; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. Et ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. **Usages**

compatibles : Ce fichier sert principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelle ; aux langues officielles ; à la discipline ; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. **Normes de conservation et de destruction :** Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites. **Enregistrement (SCT) :** 003944 **Numéro de fichier :** CBN PPE 810

Commission des lieux et monuments historiques du

Canada

Chapitre 73

Note : Les renseignements sur les membres de La Commission des lieux et monuments historiques du Canada sont détenus par le ministère du Patrimoine canadien.

correspondance relative aux plaintes déposées par des membres du public ou par des tiers intéressés relativement au comportement d'un commissaire jugé inadmissible d'après son Code de déontologie ; les témoignages ; les avis juridiques ; les enquêtes sur le comportement inadmissible et les rapports d'analyse de ces enquêtes. **Catégorie de personnes :** Personnes nommées par le GC à l'emploi de l'institution. **But :** Ce fichier contient des renseignements sur les plaintes déposées conformément au processus de traitement des plaintes du public. Il sert également à déterminer s'il y a lieu de prendre des mesures et, le cas échéant, la nature de ces mesures. **Usages compatibles :** Promouvoir et maintenir des normes élevées de professionnalisme et une conduite irréprochable chez les commissaires et accroître la confiance du public dans leur intégrité et leur compétence. **Normes de conservation et de destruction :** Les renseignements sont conservés pendant une période de trois ans après la date de la dernière mesure administrative dans le cas des plaintes fondées, et de deux ans dans le cas des plaintes non fondées. **Enregistrement (SCT) :** 004069 **Numéro de fichier :** CIR PPE 806

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE. **Catégorie de personnes :** Les employés et les commissaires de la CISR. **But :** Ce fichier a pour but d'émagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counseling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. Seules des données statistiques sont fournies à la Commission. **Usages compatibles :** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la dernière participation de l'employé au Programme d'aide aux employés. **Enregistrement (SCT) :** 003176 **Numéro de fichier :** CIR PPE 803

Système automatique de sécurité relatif à l'accès à la propriété – Toronto-rue Victoria

Description : Cette banque de données contient des renseignements sur l'utilisation, aux fins d'identification, de cartes d'accès individuels. **Catégorie de personnes :** Les employés de la région de Toronto-rue Victoria seulement. **But :** Le but de cette banque de données est de se munir d'un relevé des noms de ceux qui ont accès à la propriété de la Commission. **Usages compatibles :** Ces renseignements seraient utilisés dans l'éventualité d'une infraction. **Normes de conservation et de destruction :** Ces renseignements sont conservés pour une période d'un an, puis ils sont supprimés. Dans le cas où des renseignements seraient utilisés à des fins administratives, ceux-ci seraient conservés pendant deux ans suivant la date de la dernière mesure administrative et seraient ensuite supprimés. **Enregistrement (SCT) :** 003177 **Numéro de fichier :** CIR PPE 804

Système de suivi des commissaires

Description : Ce fichier contient des renseignements personnels sur les commissaires, notamment l'adresse du domicile, le numéro de téléphone, les dates des affectations, la date d'expiration des affectations, et les langues parlées par les commissaires. **Catégorie de personnes :** Commissaires. **But :** Le but de ce fichier consiste à suivre la période de nomination (début et fin) des commissaires. Il constitue aussi une liste des personnes disponibles pour siéger à des audiences de la Commission. **Normes de conservation et de destruction :** Les documents sont détruits deux ans après la date d'expiration du mandat du commissaire. **No. ADD :** 85/001 **Enregistrement (SCT) :** 003174 **Numéro de fichier :** CIR PPE 801

Traitement des plaintes – Personnes nommées par le gouverneur en conseil (GC)

Description : Ce fichier peut contenir de la

Commission de l'immigration et du statut de réfugié

Chapitre 71

Fichiers particuliers

Accès automatisé/Système de sécurité –

344 Slater, Ottawa

Description : Cette banque de données contient des

renseignements sur l'utilisation des cartes d'accès à des

fins d'identification, c-à-d. le numéro de la carte, ainsi que

le nom, une photographie et la signature du détenteur de

la carte. **Catégorie de personnes :** Les employés du

siège de la CISR, situé au 344, rue Slater à Ottawa. **But :**

Le but de cette banque de données est de se munir d'un

relevé des noms de ceux qui ont accès aux locaux de la

CISR et de permettre l'accès aux personnes autorisées.

Usages compatibles : Ces renseignements seraient

utilisés dans l'éventualité d'une infraction à la sécurité de

la CISR. **Normes de conservation et de destruction :**

Ces renseignements sont conservés pendant deux ans

suivant la date de la dernière mesure administrative, puis

supprimés. **Enregistrement (SCT) :** 004080 **Numéro**

de fichier : CIR PPE 811

Aide aux employés
Description : La Commission a conclu un protocole d'entente avec l'Agence d'hygiène et de sécurité au travail de Santé Canada pour offrir des services d'aide à tous les employés et commissaires de la CISR. Il n'existe aucun fichier de renseignements sur le Programme d'aide aux employés (PAE) à la Commission. Le fichier PAE de Santé Canada contient des renseignements administrés de façon confidentielle touchant la participation des employés de la CISR au Programme d'aide aux employés ; les avis de mise en rapport volontaire ou obligatoires (connexes au rendement au travail) ; les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation ; et les rapports et la correspondance provenant de ces derniers ; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnels sont conservés à titre de renseignements médicaux protégés dans un fichier administré par l'Agence d'hygiène et de sécurité au travail du ministère de la Santé Canada. Les dossiers ayant trait aux lacunes en matière de rendement de

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcelement
Journaux de contrôle des réseaux électroniques
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Stationnement
Voyages et réinstallations

et de destruction : Les dossiers sont conservés pendant vingt (20) ans après la fin de la formation et sont ensuite détruits. Les renseignements informatisés demeurent actifs pendant la période de formation, sont ensuite conservés sur rubans pendant vingt (20) ans et sont détruits. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DGF 105 **Enregistrement (SCT)** : 001484 **Numéro de fichier** : CFP PCE 741

Système d'information des ressources de gestion (SIRG) (dernière mise à jour date de 1993)

Description : Depuis 1993, les renseignements ont été transférés aux systèmes des répertoires des candidats et candidats et d'environnement analytique qui offrent, en partie, les données nécessaires pour la gestion des divers programmes et services de la CFP. Ce fichier peut contenir les certificats de nomination ; les fiches d'emplois ; les données personnelles de base ; les compétences ; les antécédents professionnels ; les aspirations de carrière, l'expérience en gestion et les cours de perfectionnement et de formation suivis. Dans le cas des fonctionnaires dans le groupe de la direction, le fichier peut contenir aussi les avis de mise en disponibilité, les avis concernant la situation d'emploi excédentaire ou bénéficiaire de priorité administrative ; les notes concernant les demandes de mutation et l'identification de la nécessité de déploiement ; les notes concernant les cas où la candidature de l'employé a été étudiée en vue de doter un poste ; la note de service la plus récente (rapport du jury) à la Commission ; la lettre d'offre et d'acceptation ; les notes au dossier, les lettres de recommandation, les formulaires d'inclusion à la liste d'intervention, l'autorisation du sous-chef d'inclure un nom sur la liste d'intervention, et les notes/rapports de considération et d'orientation. Ce fichier peut aussi contenir des dossiers spécifiques aux agents supérieurs du personnel, de finance et de vérification interne. **Catégorie de personnes** : Fonctionnaires des groupes et des niveaux déclarés admissibles par la Commission de la fonction publique, les fonctionnaires qui participent ou qui recherchent une affectation dans le cadre du Programme Échanges Canada ou du Programme des affectations internationales, et les fonctionnaires des groupes et niveaux FI-04 ou équivalent, PE-06, EX-01 à 03. **But** : Ce fichier existe afin de permettre à la Commission de la fonction publique d'exercer ses pouvoirs et de s'acquitter de ses fonctions aux termes de l'article 5 de la Loi sur l'emploi dans la fonction publique et du Règlement, c'est-à-dire de maintenir un répertoire des candidats pour des postes à des groupes et niveaux éligibles déterminés par la Commission. **Usages compatibles** : Ce fichier sert à fournir des renseignements au Conseil du Trésor et aux ministères aux fins de la dotation en personnel, de la gestion des ressources humaines, de la statistique, de l'analyse, de l'évaluation et de la planification de la gestion de carrière. Liens avec d'autres systèmes (avant 1993) : le SIRG est régulièrement couplé avec le

Fichiers particuliers

Comptes créditeurs et comptes débiteurs

Description : Ce fichier peut renfermer des renseignements sur les dépenses engagées par des témoins, les primes au mérite, le paiement des frais d'appel interurbain, les primes à l'initiative, les remboursements, les rajustements salariaux et la paie. **Catégorie de personnes** : Les employés du ministère qui ont effectué une opération financière au sein de la Commission de la fonction publique. **But** : Le fichier sert à payer les employés, recouvrer des créances et consigner les opérations financières liées aux comptes créditeurs et aux comptes débiteurs. **Usages compatibles** : Les renseignements sont également utilisés pour produire des rapports statistiques et effectuer des analyses. **Normes de conservation et de destruction** : Les documents sont conservés pendant six (6) ans et sont ensuite détruits. **No. ADD** : 99/004 **Renvoi au dossier #** : CFP DGM 914 **Enregistrement (SCT)** : 002413 **Numéro de fichier** : CFP PPE 815

Postes de flexibilité EX et Plan de rémunération

d'affectation spéciale
Description : Ce fichier peut contenir l'entente entre l'employé et ou les organisations en cause, la correspondance administrative, un rapport d'opération de dotation, un formulaire d'approbation et un curriculum vitae sur demande. **Catégorie de personnes** : Fonctionnaires embauchés par la

fédérale qui font appel au Service de counseling aux cadres supérieurs, afin que ces derniers puissent avoir une meilleure compréhension d'eux-mêmes et leur donner l'occasion de recevoir un service confidentiel d'orientation. **Usages compatibles** : On utilise l'information pour donner des conseils au client et, sur demande écrite de celui-ci, on peut fournir cette information aux personnes à qui il veut la remettre. On peut également utiliser une partie de cette information en vue de compiler des données statistiques, dans le but d'améliorer la qualité du service. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant dix (10) ans après avoir été déclarés inactifs, puis sont ensuite détruits. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DGD 050 et CFP DGD 034 **Enregistrement (SCT)** : 002912 **Numéro de fichier** : CFP PCE 765

Sélection du personnel (autre que les cadres)
Description : Ce fichier peut contenir les demandes de dotation, les descriptions de tâches, les énoncés de qualité, les formulaires d'entrées relatives aux langues officielles, les avis de concours, les formulaires de demandes d'emploi et les curriculum vitae, les guides de dotation, les rapports des comités de sélection, les lettres de recommandation ou évaluations de rendement, les listes d'admissibilité, tout autre document ayant servi à établir le mérite des candidats ainsi que les avis des résultats des concours-sélection, y compris les lettres d'offres. S'il y a lieu, les avis de droit d'appel et autres documents afférents sont inclus également. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels doivent indiquer le numéro des concours appropriés. **Catégorie de personnes** : Fonctionnaires et non-fonctionnaires dont la candidature est prise en considération aux fins de nomination dans le cadre d'un processus de sélection du personnel. **But** : Ce fichier existe conformément aux dispositions de l'article 10 de la Loi sur l'emploi dans la fonction publique et sert à enregistrer des données et à fournir des renseignements concernant tous les processus de sélection du personnel avec ou sans concours. **Usages compatibles** : Ce fichier sert à combler des postes, à fournir des renseignements sur demande aux participants à un processus de sélection en vue d'expliquer les raisons de la décision, et à fournir des documents relatifs aux enquêtes menées au cours du processus de sélection. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. Les renseignements de ce fichier peuvent être obtenus à partir des systèmes des répertoires de candidats et candidats et des résultats d'évaluation. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux (2) ans après l'expiration de la liste d'admissibilité ou deux (2) ans après leur dernier usage à des fins administratives, et sont ensuite

détruits. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 001455 **Numéro de fichier** : CFP PCE 712

Services d'évaluation des compétences en leadership (antérieurement Centre d'évaluation en vue de l'identification du potentiel de direction)
Description : Ce fichier peut contenir des notes de service et des lettres ; des données biographiques et les résultats de l'évaluation ou des observations communiquées par les évaluateurs. **Catégorie de personnes** : Toutes personnes ayant fait l'objet d'une évaluation par les services d'évaluation suite à l'administration de l'un ou l'autre des outils d'évaluation des services d'évaluation (vérification structurée des références, données d'accomplissement due la candidate ou du candidat, réaction 360, etc. **But** : Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de désigner et de fournir des renseignements sur l'évaluation des candidats et pour amasser des données normatives sur les personnes qui ont participé au Centre d'évaluation à des fins de recherche et de développement. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans après l'évaluation, puis sont ensuite détruits. Les données informatisées sont conservées pour une période indéfinie. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DGD 065 et CFP DGD 034 **Enregistrement (SCT)** : 001469 **Numéro de fichier** : CFP PCE 726

Services en formation linguistique
Description : Ce fichier peut contenir des données personnelles de base, des demandes de service et de formation linguistique, les résultats des tests diagnostiques, ainsi que les résultats obtenus lors de la formation linguistique. **Catégorie de personnes** : Toutes personnes qui ont suivi des cours de formation linguistique. **But** : Ce fichier existe conformément à l'article 5(b) de la Loi sur l'emploi dans la fonction publique en vue de fournir des renseignements pour les processus d'admission, de testing, d'orientation, d'inscription et de formation linguistique. **Usages compatibles** : Ce fichier sert lors des processus d'admission, de testing, d'orientation, d'inscription et de formation linguistique et à assurer un suivi du progrès des participants. **Normes de conservation**

Résultats aux examens de sélection
Description : Ce fichier peut contenir les feuilles de réponses, certains examens écrits et les résultats d'examen des personnes évaluées à des fins de sélection ou à toute autre fin au moyen d'examens de la Commission de la fonction publique (CFP). Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer leur code d'identification de dossier personnel. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires ayant subi les examens de sélection élaborés par la CFP. **But :** Ce fichier existe conformément aux dispositions de l'article 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les examens tenus aux fins de la sélection (concours ou autres types de sélection). **Usages compatibles :** Le fichier sert à conserver et à fournir aux ministères des renseignements sur les résultats aux examens administrés par les bureaux régionaux de la CFP ou par tout autre ministre dans le cadre d'un processus de sélection en vue de déterminer les qualités des participants. Les renseignements servent également à la planification et à l'analyse des ressources humaines. Les renseignements de ce fichier figurent dans le Système de correction des examens et de production des rapports (SCERP) et le système est relié au Système de gestion des répertoires ainsi qu'au système de Recrutement postsecondaire qui contiennent les répertoires des candidates et des candidats. Les renseignements personnels obtenus de façon volontaire tels que l'éducation, l'âge, le sexe, la classification, l'équité en emploi, ainsi que les réponses aux questions et les résultats des examens, sont utilisés à des fins de recherche et de développement tels que la validation de questions d'examen, le développement de nouveaux tests, etc. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans, puis sont détruits. Les résultats des examens des candidats sont conservés pour une période indéfinie dans des dossiers informatisés. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 030 et CFP DGD 050 **Enregistrement (SCT) :** 001454 **Numéro de fichier :** CFP PCE 711

Résultats aux tests d'évaluation de langue seconde (ELS)
Description : Ce fichier peut contenir les feuilles de réponses et les résultats aux tests des personnes ayant subi les tests ELS d'interaction orale, de compréhension de l'écrit ou d'expression écrite. Les enregistrements des tests d'interaction orale, pour leur part, sont conservés par le centre d'examen de la CFP où le test a été administré. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer leur code d'identification de dossier personnel. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires ayant subi l'évaluation de langue seconde (ELS) : tests

Résultats de l'évaluation menée par le service de counselling aux cadres supérieurs (antérieurement d'évaluation et d'orientation professionnelle)
Description : Ce fichier peut contenir des données biographiques, des notes reliées au service et des résultats d'évaluation. **Catégorie de personnes :** Les fonctionnaires fédéraux qui occupent un poste de cadre supérieur ou un poste équivalent, ainsi que les membres de groupes de niveau EX moins un, qui font appel à ce service. Ce fichier vise également les fonctionnaires fédéraux qui ont fait appel au Service d'orientation en matière de reconversion professionnelle. **But :** Ce fichier a pour but de donner de l'information aux membres de la fonction publique

Résultats de l'évaluation menée par le service de counselling aux cadres supérieurs (antérieurement d'évaluation et d'orientation professionnelle)
Description : Ce fichier peut contenir des données biographiques, des notes reliées au service et des résultats d'évaluation. **Catégorie de personnes :** Les fonctionnaires fédéraux qui occupent un poste de cadre supérieur ou un poste équivalent, ainsi que les membres de groupes de niveau EX moins un, qui font appel à ce service. Ce fichier vise également les fonctionnaires fédéraux qui ont fait appel au Service d'orientation en matière de reconversion professionnelle. **But :** Ce fichier a pour but de donner de l'information aux membres de la fonction publique

Usages compatibles : Le fichier sert à conserver et à fournir les résultats aux tests de langue seconde aux fins de la dotation des postes bilingues ainsi qu'à fournir des renseignements aux fins de la gestion générale du personnel, de la recherche et de la statistique. Lorsque la personne en question devient un ou une fonctionnaire fédéral(e), le fichier fournit les résultats de ses tests à la base de données du Service d'information sur le personnel (SIP), de Travaux publics et Services gouvernementaux Canada. Par conséquent, soit par la ligne directe, soit par téléphone, le système des langues officielles du Conseil du Trésor est relié au SIP pour permettre d'obtenir les résultats des tests d'ELS qu'il lie aux exigences du poste. Les renseignements de ce fichier figurent dans le Système de correction des examens et de production des rapports (SCERP), et le fichier est relié au Système de gestion des répertoires, qui contient les répertoires des candidats et candidates. Les renseignements personnels obtenus de façon volontaire tels que l'éducation, l'âge, le sexe, la classification, l'équité en emploi, ainsi que les réponses aux questions d'examen, sont utilisés à des fins de recherche et de développement tels que la validation de questions d'examen, le développement de nouveaux tests, etc. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans. Les enregistrements des tests d'interaction orale sont conservés pendant deux (2) ans à moins que l'employé consente à l'effacement avant cette date. Les résultats d'examen des candidates et candidats sont également conservés pour une période indéfinie dans des dossiers informatisés. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 030 et SCT PCE 703 **Enregistrement (SCT) :** 001461 **Numéro de fichier :** CFP PCE 718

Résultats de l'évaluation menée par le service de counselling aux cadres supérieurs (antérieurement d'évaluation et d'orientation professionnelle)
Description : Ce fichier peut contenir des données biographiques, des notes reliées au service et des résultats d'évaluation. **Catégorie de personnes :** Les fonctionnaires fédéraux qui occupent un poste de cadre supérieur ou un poste équivalent, ainsi que les membres de groupes de niveau EX moins un, qui font appel à ce service. Ce fichier vise également les fonctionnaires fédéraux qui ont fait appel au Service d'orientation en matière de reconversion professionnelle. **But :** Ce fichier a pour but de donner de l'information aux membres de la fonction publique

prestation des services de conseils. **Normes de**

conservation et de destruction : Les dossiers des

personnes dont l'examen se termine avec la phase de

sélection sont conservés pendant trois (3) ans et sont

ensuite détruits ; les dossiers sont conservés pour une

période de cinq (5) ans après la fin d'une affectation et

ils sont ensuite détruits. Des renseignements

sélectionnés sur tous les candidats sont introduits dans

l'ordinateur et conservés pour fins de statistiques

pendant vingt (20) ans. **No. ADD** : 2001/025 **Renvoi**

au dossier # : CFP DGD 065 **Enregistrement**

(SCT) : 001705 **Numéro de fichier** : CFP PCE 751

Programme internationaux : répertoire des

candidates et candidats et des participantes et

participants

Description : Ce fichier peut contenir les curriculum

vitæ, les notes concernant les cas où la candidature de

l'intéressé a été étudiée, les relevés des présentations,

les protocoles d'entente, les descriptions de tâches, les

notes d'orientation, les avis de poste vacant et autre

correspondance reliée au programme. Certains

renseignements sont informatisés. **Catégorie de**

personnes : Fonctionnaires et non-fonctionnaires qui

sont intéressés à un emploi dans une organisation

internationale, ou qui ont ou qui ont terminé une

période d'emploi. **But** : Ce fichier existe en vertu des

articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la

fonction publique afin de fournir un répertoire de

personnes qui désirent un poste dans une organisation

internationale. Il existe aussi à maintenir un dossier

chronologique concernant toutes les personnes qui ont

postulé un poste dans le cadre des Programmes

internationaux. **Usages compatibles** : Ce fichier sert à

identifier les candidates et candidats pour combler des

postes vacants dans les organisations internationales. Il

sert aussi à la gestion générale du programme. Ce

fichier est relié au système de gestion des répertoires.

Normes de conservation et de destruction : Les

dossiers des candidates et candidats sont conservés

pendant deux (2) ans après être déclarés inactifs et

sont ensuite détruits. Après la fin de l'emploi, les

dossiers des participantes et participants ainsi que les

dossiers des concours sont conservés pendant une

période de trois (3) ans et sont ensuite détruits. **No.**

ADD : 2001/025 **Renvoi au dossier** # : CFP DGD

065 **Enregistrement (SCT)** : 001951 **Numéro de**

fichier : CFP PCE 733

Recours en matière de mutation

Description : Ce fichier renferme un dossier de plainte

contenant des renseignements personnels de base, les

preuves recueillies durant l'enquête, un rapport

d'enquête assorti de recommandations à

l'administrateur général ainsi que la décision de la

Commission, le cas échéant, et une fiche d'information

statistique concernant la plainte. **Catégorie de**

personnes : Les fonctionnaires qui ont déposé, à la

Direction générale des recours, une plainte concernant

l'application de l'article 34.4 de la Loi sur l'emploi dans

la fonction publique et l'article 29 du Règlement sur

l'emploi dans la fonction publique. **But** : Conformément

à l'article 34.4 de la Loi sur l'emploi dans la fonction

publique, ce fichier sert à fournir des renseignements

qui permettront à l'enquêteur d'évaluer la preuve

déposée devant lui/elle et de faire des

recommandations à l'administrateur général en ce qui a

trait aux mesures de redressement à prendre par

rapport à la mutation du fonctionnaire en cause.

Usages compatibles : Ce fichier sert également à

fournir des renseignements pour les rapports de la CFP

au Parlement. **Normes de conservation et de**

destruction : Les documents sont conservés pendant

cinq (5) ans et sont ensuite détruits. **No. ADD** :

2001/025 **Renvoi au dossier** # : CFP DEA 005

Enregistrement (SCT) : 003270 **Numéro de**

fichier : CFP PCE 745

Répertoires des candidats et candidates et

présentations

Description : Ce fichier peut contenir des demandes

et des curriculum vitæ de personnes qui participent aux

concours/répondent aux avis de concours et du grand

public, des résultats d'examen, ainsi que des

renseignements sur la présélection et les présentations.

Les personnes qui veulent avoir accès à ces

renseignements sont priées d'indiquer la ville où leur

demande d'emploi a été présentée, ainsi que le numéro

de concours dans les cas de concours. **Catégorie de**

personnes : Fonctionnaires et non-fonctionnaires

ayant présenté une demande d'emploi afin d'obtenir un

poste au sein de la fonction publique. **But** : Ce fichier

existe conformément aux dispositions du paragraphe 5

de la Loi sur l'emploi dans la fonction publique qui

prévoit la tenue de répertoires des candidats et

candidates ayant présenté une demande d'emploi à la

fonction publique du Canada pour les catégories du

soutien administratif, de l'administration et du service

extérieur, de l'exploitation, scientifique et

professionnelle, technique, et du groupe de la direction.

Usages compatibles : Ce fichier sert en outre à

identifier les candidats et candidates possédant les

qualités requises pour une présentation et une

nomination à un poste de la fonction publique. Les

renseignements concernant les groupes sous-

représentés sont utilisés pour fins statistiques par la

Commission de la fonction publique, le Conseil du

Trésor et le ministre employeur. Ce fichier est

fréquemment couplé avec l'information sur les

statistiques et sur les résultats d'examen à des fins

de conservation et de destruction : Les dossiers sont

conservés pendant deux (2) ans après avoir été sortis

des répertoires ou après présentation et ils sont ensuite

détruits. Les données informatisées sont conservées

pendant cinq (5) ans. **No. ADD** : 2001/025 **Renvoi au**

dossier # : CFP DGD 030 **Enregistrement (SCT)** :

001451 **Numéro de fichier** : CFP PCE 708

déterminé. **Usages compatibles** : La banque sert à conserver des renseignements sur les participants au PPAQS et à fournir ces renseignements aux cadres supérieurs des ministères qui offrent des possibilités d'affectations ou d'emplois permanents à ces candidats. **Normes de conservation et de destruction** : Tous les dossiers papier sont conservés pendant dix (10) ans après la fin de la participation au PPAQS. Certains renseignements sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DGD 065 **Enregistrement (SCT)** : 004018 **Numéro de fichier** : CFP PCE 769

Programme de recrutement postsecondaire (PRP) : Répertoire des candidates et candidats
Description : Ce fichier peut contenir des curriculum vitae, des demandes, des relevés de notes, des lettres, des résultats de tests, des dossiers de cas à considérer, des notes ou des présentations, des notes de dossier et des messages pour tous les candidates et candidats du Programme. **Catégorie de personnes** : Toutes personnes présentant une demande dans le cadre du recrutement postsecondaire. **But** : Ce fichier existe en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique, afin de fournir un répertoire de personnes qui veulent obtenir des postes grâce au programme de recrutement postsecondaire. **Usages compatibles** : Ce fichier sert à déterminer des candidates et des candidats pour les postes offerts par l'intermédiaire du Programme de recrutement postsecondaire (à des fins de statistiques et d'études). Il est relié aux systèmes de la gestion des répertoires et de l'évolution des employées et employés afin de faire le suivi de l'évolution professionnelle des candidates et candidats qui sont embauchés par l'intermédiaire du Programme pour des postes/programmes de formation dans les ministères participants. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans après la présentation des demandes et sont ensuite détruits, sauf lorsque des candidates et des candidats sont retenus et embauchés. Les renseignements concernant ces personnes sont transférés au ministère participant. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DGD 031 **Enregistrement (SCT)** : 003954 **Numéro de fichier** : CFP PCE 767

Programme de stagiaires en gestion : répertoire des candidates et candidats et des participantes et participants

Description : Ce fichier peut contenir des renseignements personnels de base, des formulaires pour les Simulations pour les cadres de direction du programme CAF, des curriculum vitae, des plans de carrière, des renseignements sur les évaluations, les résultats des évaluations, l'intégration complète des conclusions incluant les vérifications des références, la participation aux cours ainsi que la correspondance générale se rapportant aux candidates et candidats et aux participantes et participants de CAF. Ce fichier peut également contenir des renseignements d'un ancien programme, soit le programme spécial de perfectionnement. **Catégorie de personnes** : Fonctionnaires et non-fonctionnaires qui ont été nommés au CAF et (ou) y ont participé. **But** : Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur les nominations initiales et finales aux programmes CAF. Ce fichier sert à consigner et à fournir des renseignements sur les nominations CAF aux phases de sélection initiale et finale ; il sert aussi aux fins de statistiques, de l'administration et de la

Programme des cours et affectations de perfectionnement (CAF) : répertoire des candidates et candidats et des participantes et participants
Description : Ce fichier peut contenir des renseignements personnels de base, des formulaires pour les Simulations pour les cadres de direction du programme CAF, des curriculum vitae, des plans de carrière, des renseignements sur les évaluations, les résultats des évaluations, l'intégration complète des conclusions incluant les vérifications des références, la participation aux cours ainsi que la correspondance générale se rapportant aux candidates et candidats et aux participantes et participants de CAF. Ce fichier peut également contenir des renseignements d'un ancien programme, soit le programme spécial de perfectionnement. **Catégorie de personnes** : Fonctionnaires et non-fonctionnaires qui ont été nommés au CAF et (ou) y ont participé. **But** : Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur les nominations initiales et finales aux programmes CAF. Ce fichier sert à consigner et à fournir des renseignements sur les nominations CAF aux phases de sélection initiale et finale ; il sert aussi aux fins de statistiques, de l'administration et de la

Description : Ce fichier peut contenir des curriculum vitae, des demandes, des relevés de notes, des lettres, des notes, des rapports d'évaluation, des lettres de nomination, des descriptions d'affectations et des évaluations de rendement. **Catégorie de personnes** : Fonctionnaires et non-fonctionnaires présentant une

médiateurs et co-médiateurs qui ne participent plus au programme sont inactifs pendant deux (2) ans et sont détruits. Les renseignements sur papier concernant les demandes de services en médiation sont conservés pendant deux (2) ans à partir de l'achèvement du service et sont ensuite détruits. Les données informatisées sont conservées indéfiniment pour fin de statistiques. **No. ADD : 2001/025 Renvoi au dossier # : CFP DAE 010 Enregistrement (SCT) : 005182 Numéro de fichier : CFP PCE 782**

Programme de perfectionnement en recherche sur les politiques

Description : Ce fichier peut contenir des curriculum vitae, des demandes, des relevés de notes, des notes d'entrevue, des notes de centre d'évaluation, des notes ou des présentations, des notes de dossier et des messages transmis par télécopieur pour tous les candidats et candidats au Programme. Ce fichier peut aussi contenir des documents administratifs liés à la sécurité, aux déplacements, à la formation, aux descriptions/ententes d'affectations ministérielles, aux notes de reclassement, aux évaluations de rendement et aux descriptions de travail, ainsi que autres documents écrits destinés aux participantes et participants du Programme. **But :** Ce fichier existe en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique afin de fournir un répertoire de personnes qui veulent participer au Programme, et afin de tenir des dossiers rétrospectifs sur toutes personnes qui ont participé au Programme. Usages compatibles : Ce fichier est utilisé pour conserver les demandes faites dans le cadre du PRR, en vue de la gestion générale des affectations et à des fins statistiques. Il est relié aux systèmes touchant la gestion des répertoires et de l'évolution de l'emploi ou l'emploi, afin de faire le suivi de l'évolution professionnelle des participantes et participants (à des fins statistiques et d'études). Normes de conservation et de destruction : Les dossiers des participantes et participants sont conservés pendant deux (2) ans après la présentation des demandes et sont ensuite détruits. Les dossiers imprimés des participantes et participants sont conservés pendant cinq (5) ans après que la participante ou le participant a cessé de faire partie du Programme. Les dossiers lisibles par machine sont conservés pendant vingt cinq (25) et sont ensuite détruits. No. ADD : 2001/025 **Renvoi au dossier # : PSC SPB 030, PSC SPB 031 Enregistrement (SCT) : 005301 Numéro de fichier : CFP PCE 777**

Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des candidates et candidats

Description : Cette banque de données peut contenir ce qui suit : correspondance, renseignements personnels, demandes de participation au programme, curriculum vitae, références, questionnaire d'évaluation tous azimuts, entrevue portant sur le rendement

antérieur et entrevue du jury de révision de la sélection, résultats du processus d'intégration et notes du bureau du programme. **Catégorie de personnes :** Les membres de la catégorie de la direction qui ont présenté une demande de participation au PPACS. **But :** Cette banque de données a été constituée conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de pouvoir conserver et fournir des renseignements concernant l'approbation ou le rejet des candidatures au PPACS, de consigner et de fournir des renseignements pour fins d'examen et de prise de décision par les membres du Comité d'intégration, le Comité des hauts fonctionnaires (CHF) et la Commission de la fonction publique (CFP). **Usages compatibles :** La banque sert à consigner et à fournir des renseignements au CHF et à la CFP en ce qui concerne l'approbation des candidatures au programme. **Normes de conservation et de destruction :** Les dossiers sur papier d'un candidat dont la candidature n'est pas retenue sont conservés pendant cinq (5) ans, après quoi ils sont détruits. Les dossiers sur papier d'un employé dont la candidature a été approuvée aux fins du programme sont transférés à la banque des fichiers des participants. Ces renseignements sont conservés pour une période de dix (10) ans après la fin de la participation au PPACS, puis ils sont détruits. Certains renseignements sur tous les candidats qui ont présenté une demande sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. **No. ADD : 2001/025 Renvoi au dossier # : CFP DGD 065 Enregistrement (SCT) : 004019 Numéro de fichier : CFP PCE 768**

Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des participantes et participants

Description : Cette banque de données peut contenir ce qui suit : renseignements personnels, correspondance, références, questionnaire d'évaluation tous azimuts, résultats d'entrevue portant sur le rendement antérieur et d'entrevue du jury de révision de la sélection, résultats du processus d'intégration ; auto-évaluation du participant, renseignements sur les affectations du candidat et évaluation du rendement s'y rapportant, mentorat et assistance professionnelle, participation au programme de gestion des cadres supérieurs et documentation relative à une nomination à un niveau déterminé, notes du bureau du programme. **Catégorie de personnes :** Les membres de la catégorie de la direction dont la candidature au PPACS a été approuvée. **But :** Cette banque de données a été constituée conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de consigner et de fournir des renseignements sur les participants au PPACS à partir du moment de l'approbation de leur candidature jusqu'à la fin de leur participation au programme et pour fournir à la CFP des renseignements relatifs aux nominations à un niveau

sécurité, aux déplacements, à la formation, aux descriptions/entrées d'affectations ministérielles, aux notes de reclassification, aux évaluations de rendement et aux descriptions de travail ainsi que d'autres documents écrits destinés aux participantes et participants du Programme. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires faisant une demande au PFAE ou personnes qui ont participé ou participent au PFAE. **But :** Ce fichier existe en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique, afin de fournir un répertoire de personnes qui veulent participer au Programme de formation accélérée pour les économistes, et afin de tenir des dossiers rétrospectifs sur toutes les personnes qui ont participé au programme. **Usages compatibles :** Ce fichier est utilisé pour conserver les demandes faites dans le cadre du PFAE, en vue de la gestion générale des affectations et à des fins statistiques. Il est relié aux systèmes touchant la gestion des répertoires et de l'évolution de l'employée ou l'employé afin de faire le suivi de l'évolution professionnelle des participantes et participants (à des fins de statistiques et d'études). **Normes de conservation et de destruction :** Les dossiers des participantes et participants sont conservés pendant deux (2) ans après la présentation des demandes et sont ensuite détruits. Les dossiers imprimés des participantes et participants sont conservés pendant cinq (5) ans après que la participante ou le participant a cessé de faire partie du Programme ; les dossiers lisibles par machine sont détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 031 **Enregistrement (SCT) :** 003069

Numéro de fichier : CFP PCE 766

Programme de partage des médiateurs

Description : Ce fichier peut contenir des demandes de services, profils de médiateurs et co-médiateurs, curriculum vitæ, évaluations des médiateurs et co-médiateurs. **Catégorie de personnes :** Fonctionnaires et demandeurs pour participer au programme et médiateurs qualifiés et co-médiateurs acceptés au programme. **But :** Ce fichier existe pour maintenir un répertoire de médiateurs formés et expérimentés et de co-médiateurs de divers ministères et agences et en référant leur service, sur demande, aux ministères et agences participants du gouvernement fédéral dans le but de tenter de régler un cas de harcèlement ou un conflit en milieu de travail. **Usages compatibles :** Les renseignements sont utilisés pour que les services des médiateurs et co-médiateurs soit référés aux ministères et agences participants du gouvernement fédéral dans le but de tenter de régler un cas de harcèlement ou un conflit en milieu de travail. **Normes de conservation et de destruction :** Les renseignements sur papier des médiateurs et co-

médiateurs demeurent actifs pendant leur participation au programme. Les renseignements sur papier des médiateurs et co-

renseignements concernant les affectations de

formation en cours d'emploi des participantes et

participants au Programme d'initiales des mesures

spéciales tels que le Programme d'accès, le

Programme d'emploi pour les minorités visibles, le

Programme national de perfectionnement des

Autochtones, le Programme des carrières du Grand

Nord et le Programme des emplois non traditionnels

pour les femmes. Par exemple, ce fichier peut contenir

l'identification du stagiaire, la situation relative à la

formation, la lettre d'entente, le plan de formation, le

formulaire d'autorisation médicale et psychiatrique, la

description du poste, l'évaluation de la formation, des

lettres d'offre, des rapports sur les opérations de

la formation, y compris les transactions et les dates de

suivi. Les documents ou les dossiers officiels sont

conservés par les bureaux régionaux de la CFP. Des

copies des documents peuvent également être

conservées dans les archives des ministères

participants. **Catégorie de personnes :** Les

participantes et participants au Programme d'initiales

des mesures spéciales, incluant le Programme d'accès

pour les personnes handicapées, le Programme

d'emploi pour les minorités visibles, le Programme

national de perfectionnement des autochtones, le

Programme des carrières du Grand Nord et le

Programme des emplois non traditionnels pour les

femmes. **But :** On a institué le fichier en vertu de

l'autorisation no. 789462 du Conseil du Trésor pour

consigner des renseignements sur les participantes et

participants au Programme d'initiales des mesures

spéciales. **Usages compatibles :** Le fichier sert à

surveiller les progrès accomplis par les participantes et

participants et à mesurer l'efficacité de chaque

initiales/programmes. Il sert également aux rapports

statistiques et aux rapports d'information de gestion

préparés pour la Commission de la fonction publique, le

Secrétariat du Conseil du Trésor, les ministères fédéraux

et les comités d'équité en matière d'emploi. **Normes**

de conservation et de destruction : Les dossiers

sont conservés pendant cinq (5) ans après que le

participant a terminé son affectation, et ils sont ensuite

détruits. Les documents lisibles à la machine sont

conservés pendant vingt cinq (25) ans, puis sont

détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :**

CFP DGD 030 et CFP DGD 040 **Enregistrement**

(SCT) : 002297 **Numéro de fichier :** CFP PCE 758

Programme de formation accélérée pour les

économistes : répertoire des candidates et

candidates et des participantes et participants

Description : Ce fichier peut contenir des curriculum

vitæ, des demandes, des relevés de notes, des notes

d'entrevue, des notes du centre d'évaluation, des notes

ou des présentations, des notes de dossier et des

messages transmis par télécopieur pour tous les

candidates et candidats au Programme. Ce fichier peut

aussi contenir des documents administratifs liés à la

ce qui suit : correspondance, renseignements personnels, demandes de participation au programme, questionnaire d'évaluation tous azimuts, entrevue portant sur le rendement antérieur et entrevue du jury de révision de la sélection et notes du bureau du programme. **Catégorie de personnes :** Les membres de la catégorie de la direction et les équivalents EX qui ont été nommés au répertoire des SMA. **But :** Cette banque de données a été constituée

ce qui suit : renseignements personnels, correspondance, vérification des références, questionnaire d'évaluation tous azimuts, résultats d'entrevue portant sur le rendement antérieur et d'entrevue du jury de révision de la sélection, auto-évaluation du participant, plans d'apprentissage personnalisés, renseignements sur les affectations du candidat et évaluation du rendement s'y rapportant, mentorat et assistance professionnelle, documentation relative à une nomination à un niveau déterminé, notes du bureau du programme. **Catégorie de personnes :** Les membres de la catégorie de la direction et les équivalents EX qui ont été nommés au répertoire des SMA. **But :** Cette banque de données a été constituée

Processus de préqualification des Sous-ministres adjoints (SMA) : répertoire des participantes et participants

Description : Cette banque de données peut contenir ce qui suit : renseignements personnels, correspondance, vérification des références, questionnaire d'évaluation tous azimuts, résultats d'entrevue portant sur le rendement antérieur et d'entrevue du jury de révision de la sélection, auto-évaluation du participant, plans d'apprentissage personnalisés, renseignements sur les affectations du candidat et évaluation du rendement s'y rapportant, mentorat et assistance professionnelle, documentation relative à une nomination à un niveau déterminé, notes du bureau du programme. **Catégorie de personnes :** Les membres de la catégorie de la direction et les équivalents EX qui ont été nommés au répertoire des SMA. **But :** Cette banque de données a été constituée

Processus, Normes de conservation et de destruction : Les dossiers sur papier d'un candidat dont la candidature n'est pas retenue sont conservés pendant cinq (5) ans, après quoi ils sont détruits. Les dossiers sur papier d'un employé qui a été nommé au répertoire des SMA sont transférés à la banque des fichiers des participants. Ces renseignements sont conservés pour une période de dix (10) ans après la fin de leur participation au processus de préqualification i.e. suite à leur nomination à un poste de SMA ou à leur retrait du répertoire par la CFP, puis ils sont détruits. Certains renseignements sur tous les candidats qui ont présenté une demande sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 **Enregistrement (SCT) :** 004020 **Numéro de fichier :** CFP PCE 770

conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de consigner et de fournir des renseignements sur les participants nommés au répertoire des SMA et pour fournir à la CFP des renseignements relatifs aux nominations à un niveau déterminé. **Usages compatibles :** La banque sert à consigner des renseignements sur les participants nommés au répertoire des SMA et à fournir ces renseignements aux cadres supérieurs des ministères qui offrent des possibilités d'emploi au niveau SMA à ces candidats. **Normes de conservation et de destruction :** Tous les dossiers papier sont conservés pendant dix (10) ans après la fin de leur participation au processus de préqualification i.e. suite à leur nomination à un poste de SMA ou à leur retrait du répertoire par la CFP, puis ils sont détruits. Certains renseignements sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 **Enregistrement (SCT) :** 004021 **Numéro de fichier :** CFP PCE 771

Programme d'Échanges Canada : répertoire des candidates et candidats et des participantes et participants

Description : Ce fichier peut contenir les curriculum vitae, les notes concernant les cas où la candidature de l'intéressé a été étudiée, les relevés des présentations, les rapports d'évaluation du rendement et d'appréciation, les contrats, les descriptions de tâches, les notes d'entrevue et autre correspondance reliée au programme. Certains renseignements sont informatisés. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires qui ont postulé des postes au Programme d'Échanges Canada, ou qui ont obtenu, ou qui ont terminé une affectation. **But :** Ce fichier existe en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique afin de fournir un répertoire de personnes qui veulent obtenir un poste dans le programme d'Échanges Canada, et afin de maintenir un dossier chronologique concernant toutes les personnes qui ont participé à ce programme. **Usages compatibles :** Ce fichier sert à la gestion générale du programme. Ce fichier est relié au système de gestion des répertoires. **Normes de conservation et de destruction :** Les dossiers des candidates et candidats sont conservés pendant une période de deux (2) ans après être déclarés inactifs et sont ensuite détruits. Après la fin de l'affectation, les dossiers des fonctionnaires participants sont conservés pendant une période de deux (2) ans et ceux des non-fonctionnaires participants sont conservés pendant une période de cinq (5) ans, et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 **Enregistrement (SCT) :** 001952 **Numéro de fichier :** CFP PCE 729

Programme d'initiatives des mesures spéciales (PIMS) : répertoire des participantes et participants (a cessé en 1998)

Description : Ce fichier peut contenir des

Politique du Conseil du Trésor sur la prévention et le règlement du harcèlement en milieu de travail. **But :** Ce fichier existe conformément au décret C.P. 2001-955 en vue d'agir à titre d'organisme-ressources expert pour recueillir des renseignements pendant l'enquête, la médiation ou l'encadrement sur demande par le ministère. **Usages compatibles :** Les renseignements sont recueillis afin que la plainte ou le conflit en milieu de travail soit examinée et que des conclusions et recommandations soient faites, s'il y a lieu. Ils servent également aux fins de statistiques. **Normes de conservation et de destruction :** Les dossiers demeurent actifs pendant le processus d'enquête, de médiation et d'encadrement, sont ensuite inactifs pendant cinq (5) ans à partir de la date d'achèvement et sont ensuite détruits. Les données informatisées sont conservées pendant cinq (5) ans et sont ensuite détruites. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DAE 010 **Enregistrement (SCT) :** 005181 **Numéro de fichier :** CFP PCE 781

Orientation linguistique
Description : Ce fichier peut contenir des données personnelles de base, les résultats des tests d'aptitude et de classement, le rapport de l'entrevue préliminaire, le pronostic, la leçon recommandée et la durée de formation prévue. **Catégorie de personnes :** Candidates et candidats à la formation linguistique qui ont suivi le processus d'orientation en prévision d'une nomination non impérative ou d'une inscription en formation linguistique de base. **But :** Ce fichier existe conformément à l'article 5(b) de la Loi sur l'emploi dans la fonction publique afin d'enregistrer les résultats des tests et les renseignements recueillis lors de l'entrevue d'orientation. **Usages compatibles :** Les renseignements servent à évaluer l'aptitude à réussir la formation linguistique, à formuler des recommandations pédagogiques à l'intention du personnel enseignant et à fournir à Formation linguistique Canada des données de nature administrative. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant vingt (20) ans après la fin de la formation et sont ensuite détruits. Les renseignements informatisés demeurent actifs pendant la période de formation, sont ensuite conservés pendant vingt (20) ans et sont détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGF 105 **Enregistrement (SCT) :** 001482 **Numéro de fichier :** CFP PCE 739

Personnes nommées en vertu d'un décret d'exemption
Description : Ce fichier peut contenir les recommandations de la Commission et du ministre du Cabinet au gouverneur en conseil, des renseignements personnels de base, le décret d'exemption et le règlement. **Catégorie de personnes :** Personnes nommées à la fonction publique exemptées de certaines dispositions de la Loi en vertu de l'article 41.

But : Ce fichier existe conformément aux dispositions des articles 37, 41 et 47 de la Loi sur l'emploi dans la fonction publique en vue de désigner et de rendre compte au Parlement des noms des employés de certaines catégories ou des personnes nommées à la fonction publique exclus des dispositions de la Loi en vertu de l'article 41. **Usages compatibles :** Ce fichier sert à faire connaître à chaque année au Parlement les noms des employés de certaines catégories ou des personnes nommées en vertu d'un décret d'exemption. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans à compter de la date de terminaison de l'exemption, puis sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGM 022 **Enregistrement (SCT) :** 001447 **Numéro de fichier :** CFP PCE 704

Priorités prévues par la Loi sur l'emploi dans la fonction publique et le Règlement sur l'emploi dans la fonction publique
Description : Ce fichier peut contenir des renseignements personnels de base, des renseignements sur les priorités réglementaires ou statutaires et les résultats des présentations faites aux ministères. Les genres de priorité sont : congé, personnel des ministères, mise en disponibilité, excédentaire, réintégration, réinstallation du conjoint, employé(e) devenu handicapé(e), et employé militaire devenu handicapé(e). Certains renseignements sont informatisés. **Catégorie de personnes :** Fonctionnaires et autres personnes qui ont une priorité de nomination statutaire ou réglementaire. **But :** Ce fichier existe conformément aux articles 29, 30 et 33 de la Loi sur l'emploi dans la fonction publique et aux articles 34 à 43 du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les personnes ayant une priorité statutaire ou réglementaire en vue d'une nomination et à entreprendre des recherches afin de leur trouver un poste. Des rapports ad hoc sont régulièrement remis au Conseil du Trésor, aux ministères, aux syndicats et à la gestion de la CFP pour fins de contrôle et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans à compter de la date de la fin du statut de priorité, puis sont ensuite détruits. Certains renseignements informatisés sont conservés indéfiniment. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 033 **Enregistrement (SCT) :** 001452 **Numéro de fichier :** CFP PCE 709

Processus de préqualification des Sous-ministres adjoints (SMA) : répertoire des candidates et candidats
Description : Cette banque de données peut contenir

Examineurs de l'Évaluation de langue seconde (ELS)

Description : Ce fichier peut contenir des

renseignements relatifs à l'accréditation/certification et

au contrôle des administrateurs et correcteurs de tests

ELS, ainsi que des évaluateurs d'interaction orale de

l'ELS : les formulaires d'inscription au Programme de

certification, les formulaires d'accord d'utilisation de

tests, les lettres de certification, les commentaires et

recommandations des moniteurs/agents de contrôle

ainsi que les autres renseignements administratifs

recueillis dans le cadre de l'accréditation/certification.

Catégorie de personnes : Fonctionnaires ayant

participé au Programme de certification de l'interaction

orale ou ceux qui ont reçu l'autorisation d'administrer et

de corriger les tests d'ELS. **But :** Ce fichier existe

conformément aux dispositions des articles 5(1), 16 et

20 de la Loi sur l'emploi dans la fonction publique en

vue de consigner les renseignements concernant

l'accréditation/ certification des examinateurs de l'ELS.

Usages compatibles : Ce fichier est utilisé pour

consigner des renseignements ayant trait aux qualités

requis, à la formation et la certification/accréditation

des examinateurs de l'ELS. Il fournit également des

renseignements permettant d'assurer la qualité des

évaluations et de prendre des mesures correctives, au

besoin. **Normes de conservation et de**

destruction : Tous les dossiers sont conservés dix (10)

ans après que l'employé a quitté son poste

d'examineur. Les dossiers des personnes qui n'ont

pas exercé la fonction d'examineur sont également

conservés pendant dix (10) ans. Les dossiers sont

ensuite détruits. **No. ADD :** 2001/025 **Renvoi au**

dossier # : CFP DGD 030 **Enregistrement (SCT) :**

001458 **Numéro de fichier :** CFP PCE 715

Fonctionnaires renvoyés ou rétrogradés (depuis

1993, la CFP n'assume plus cette fonction)

Description : Ce fichier peut contenir des

renseignements relatifs à l'accréditation/certification et

au contrôle des administrateurs et correcteurs de tests

ELS, ainsi que des évaluateurs d'interaction orale de

l'ELS : les formulaires d'inscription au Programme de

certification, les formulaires d'accord d'utilisation de

tests, les lettres de certification, les commentaires et

recommandations des moniteurs/agents de contrôle

ainsi que les autres renseignements administratifs

recueillis dans le cadre de l'accréditation/certification.

Catégorie de personnes : Fonctionnaires ayant

participé au Programme de certification de l'interaction

orale ou ceux qui ont reçu l'autorisation d'administrer et

de corriger les tests d'ELS. **But :** Ce fichier existe

conformément aux dispositions des articles 5(1), 16 et

20 de la Loi sur l'emploi dans la fonction publique en

vue de consigner les renseignements concernant

l'accréditation/ certification des examinateurs de l'ELS.

Usages compatibles : Ce fichier est utilisé pour

consigner des renseignements ayant trait aux qualités

requis, à la formation et la certification/accréditation

des examinateurs de l'ELS. Il fournit également des

renseignements permettant d'assurer la qualité des

évaluations et de prendre des mesures correctives, au

besoin. **Normes de conservation et de**

destruction : Tous les dossiers sont conservés dix (10)

ans après que l'employé a quitté son poste

d'examineur. Les dossiers des personnes qui n'ont

pas exercé la fonction d'examineur sont également

conservés pendant dix (10) ans. Les dossiers sont

ensuite détruits. **No. ADD :** 2001/025 **Renvoi au**

dossier # : CFP DGD 030 **Enregistrement (SCT) :**

001458 **Numéro de fichier :** CFP PCE 715

Fonctionnaires renvoyés ou rétrogradés (depuis

1993, la CFP n'assume plus cette fonction)

Description : Ce fichier peut contenir des

renseignements relatifs à l'accréditation/certification et

au contrôle des administrateurs et correcteurs de tests

ELS, ainsi que des évaluateurs d'interaction orale de

l'ELS : les formulaires d'inscription au Programme de

certification, les formulaires d'accord d'utilisation de

tests, les lettres de certification, les commentaires et

recommandations des moniteurs/agents de contrôle

ainsi que les autres renseignements administratifs

recueillis dans le cadre de l'accréditation/certification.

Catégorie de personnes : Fonctionnaires ayant

participé au Programme de certification de l'interaction

orale ou ceux qui ont reçu l'autorisation d'administrer et

de corriger les tests d'ELS. **But :** Ce fichier existe

conformément aux dispositions des articles 5(1), 16 et

20 de la Loi sur l'emploi dans la fonction publique en

vue de consigner les renseignements concernant

l'accréditation/ certification des examinateurs de l'ELS.

Usages compatibles : Le fichier sert à fournir les

renseignements nécessaires afin de permettre à la

Commission d'évaluer les cas présentés par les

administrateurs généraux, avant juin 1993, relativement

au renvoi ou à la rétrogradation et de prendre la bonne

décision. Il servait aussi à fournir des renseignements

aux fins des rapports de la Commission au Parlement.

NOTE : Depuis le 1er janvier 1993, ces

recommandations, sauf celles faites avant l'entrée en

vigueur de la Loi sur la Réforme de la fonction publique,

L.C., 1992, c.54, ne relèvent plus de la CFP, cette

responsabilité ayant été déléguée aux administrateurs

généralistes. **Normes de conservation et de**

destruction : Les dossiers sont conservés pendant

sept (7) ans suivant un renvoi ou une rétrogradation,

puis sont ensuite détruits. **No. ADD :** 2001/025

Renvoi au dossier # : CFP DGM 022

Enregistrement (SCT) : 001449 **Numéro de**

fichier : CFP PCE 706

Information et inscription aux cours

Description : Ce fichier peut contenir des

renseignements de base sur les participants à des

cours et des données administratives sur les cours

suivis. Toutes les personnes qui veulent avoir accès à

ces renseignements sont priées d'indiquer le numéro de

cours pertinent à l'inscription et perfectionnement

Canada. **Catégorie de personnes :** Toutes personnes

qui ont suivi ou qui suivent un cours professionnel ou

un cours de gestion offert par Formation et

perfectionnement Canada. **But :** Ce fichier existe

conformément aux dispositions de l'alinéa 5(b) de la Loi

sur l'emploi dans la fonction publique en vue d'établir et

de tenir des dossiers sur les employés et les personnes

qui ont suivi ou qui suivent un cours professionnel ou

un cours de gestion offert par Direction générale des

programmes d'apprentissage, d'évaluation et des

cadres de direction. **Usages compatibles :** Le fichier

sert à fournir les renseignements nécessaires pour

donner les cours de formation professionnelle offerts

par Formation et perfectionnement Canada. **Normes**

de conservation et de destruction : Les dossiers

sont conservés pendant cinq (5) ans après la fin de

l'activité de formation, puis sont ensuite détruits. Les

données informatisées sont conservées pendant dix (10)

ans) après la période de formation. **No. ADD :**

2001/025 **Renvoi au dossier # :** CFP DGF 120

Enregistrement (SCT) : 001478 **Numéro de**

fichier : CFP PCE 735

Médiation, enquête et encadrement dans la prévention et le Règlement du harcèlement en milieu de travail

Description : Ce fichier peut contenir des

renseignements personnels de base, des extraits du

dossiers de l'employé, des notes d'entrevues, des

allégations ou des plaintes, des notes de service, des

lettres, des évaluations du rendement, des protocoles

d'entente et des rapports d'enquête. **Catégorie de**

personnes : Fonctionnaires impliqués dans le service

de l'enquête, la médiation ou d'encadrement fournit par

la Direction générale des recours conformément à la

d'opération de dotation ; les formulaires d'information sur les langues officielles ; les demandes de dotation sans délégation ; les tableaux descriptifs des postes et les énoncés de qualités ; les descriptions de tâches, les demandes d'emploi, les curriculum vitæ, les rapports individuels des candidats du Centre d'évaluation pour la nomination des cadres de la direction, le rapport d'évaluation du Programme de recrutement des cadres de direction, les résultats de vérification des références et une liste des personnes prises en considération pour le poste. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer le numéro de concours approprié.

Catégorie de personnes : Toutes personnes qui participent à un concours du groupe de la direction administré par la Commission. **But :** Ce fichier existe conformément à l'article 10 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements concernant les concours du groupe de la direction administrés par la Commission de la fonction publique. **Usages compatibles :** Ce fichier sert à fournir des renseignements dans le groupe de la direction faites par la Commission. Sur demande, des renseignements peuvent être fournis aux participants à un processus de sélection en vue d'expliquer les raisons de la décision suite à la sélection. Les renseignements que contient ce fichier peuvent être obtenus à partir des répertoires des candidates et candidats et des résultats d'évaluation et auprès des ministères.

Normes de conservation et de destruction : Les dossiers sont conservés pendant trois (3) ans à compter de la date d'expiration de la liste d'admissibilité, puis sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 **Enregistrement (SCT) :** 001475 **Numéro de fichier :** CFP PCE 732

enquêtes portant sur l'application de la Loi et Réglement sur l'emploi dans la fonction publique, les plaintes de harcèlement sur les lieux de travail tel que défini dans la politique du Conseil du Trésor. **Usages compatibles :** Les renseignements sont recueillis pour que les allégations puissent être examinées, que des recommandations puissent être faites et que des mesures de redressement puissent être prises s'il y a lieu. Il sert également à préparer les documents de référence en vue de la création d'un comité d'enquête ou pour la préparation d'un dossier de Cour fédérale. **Normes de conservation et de destruction :** Les dossiers demeurent actifs pendant l'enquête, l'étape de conciliation ou de divulguation, sont ensuite inactifs pendant cinq (5) ans et sont détruits. Les dossiers de plaintes qui ne deviennent pas une enquête formelle sont conservés pendant deux (2) ans et sont ensuite détruits. Les données informatisées sont conservées pendant cinq (5) ans et sont ensuite détruites. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DAE 010 **Enregistrement (SCT) :** 001446 **Numéro de fichier :** CFP PCE 703

Évaluation de langue seconde à partir des bureaux régionaux

Description : Ce fichier peut contenir la demande d'évaluation de langue seconde et le formulaire des résultats, les renseignements personnels généraux, la cassette de l'entrevue orale, les rapports et les résultats de l'évaluation. **Catégorie de personnes :** Fonctionnaires ayant subi une évaluation de la compétence en langue seconde administrée par les bureaux régionaux de la CFP. **But :** Ce fichier existe conformément aux articles 16 et 20 de la Loi sur l'emploi dans la fonction publique pour évaluer la compétence en langue seconde des candidats et candidates. **Usages compatibles :** Le fichier sert à consigner des renseignements ayant trait à l'évaluation linguistique des candidats évalués aux fins de nomination aux postes bilingues de la fonction publique et à d'autres fins, tel que stipulé dans l'entente de la Commission et du Conseil du Trésor au sujet de l'évaluation linguistique. Les résultats aux tests sont entrés dans le système des résultats aux tests (voir le fichier CFP PCE 718) et peuvent être entrés dans les répertoires de candidates et candidats. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois (3) ans, les cassettes entrevues pendant deux (2) ans, à moins que l'employé consente à l'effacement avant cette date, et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 030 050 **Enregistrement (SCT) :** 001457 **Numéro de fichier :** CFP PCE 714

implicites dans la plainte. **But :** Ce fichier existe politiquement du Conseil du Trésor, et les personnes harcelées sur les lieux de travail tel que défini dans la fonction publique, ainsi que des plaintes de l'application de la Loi et Règlement sur l'emploi dans la Direction générale des recours portant sur les personnes : Fonctionnaires ayant logé une plainte

d'employés ou des plaignants. **Catégorie de personnes :** Fonctionnaires ayant logé une plainte auprès de la Direction générale des recours portant sur l'application de la Loi et Règlement sur l'emploi dans la fonction publique, ainsi que des plaintes de harcèlement sur les lieux de travail tel que défini dans la politique du Conseil du Trésor, et les personnes impliquées dans la plainte. **But :** Ce fichier existe conformément aux dispositions de l'article 7.1 de la Loi sur l'emploi dans la fonction publique et du décret C.P. 2001-1986-2350 ainsi que le décret suséquent C.P. 2001-955 en vue de consigner des renseignements sur les

carrière généraux, ainsi que des renseignements sur les évaluations et les vérifications des références.

Catégorie de personnes : Membres des groupes désignés de l'équité en matière d'emploi à des niveaux équivalents aux niveaux EX, EX moins un et moins deux, comprenant des femmes, des membres des minorités visibles, des Autochtones, des personnes handicapées qui ont obtenu des services de consultation et de perfectionnement professionnels.

But : Ce fichier existe en vue de tenir un dossier sur les antécédents des membres des groupes désignés qui veulent obtenir des services de consultation professionnelle afin de réaliser les projets de carrière qu'ils ont choisis. **Usages compatibles :** Ce fichier sert à tenir des dossiers sur les réunions avec les clients, à déterminer les clients des groupes désignés admissibles à participer à des concours précis au niveau EX et à communiquer avec eux, et à présenter des clients pour des affectations de perfectionnement dans d'autres ministères. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux (2) ans à compter de la date à laquelle ils sont déclarés inactifs, puis sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 065 **Enregistrement (SCT) :** 001466 **Numéro de fichier :** CFP PCE 723

Décret d'exemption sur les langues officielles

Description : Ce fichier peut contenir des renseignements personnels de base, des certificats médicaux, des documents pertinents ; les demandes des ministères et la décision de la Commission dans certains cas. **Catégorie de personnes :** Fonctionnaires ayant fait une demande formelle d'exclusion ou de prolongation. **But :** Ce fichier existe conformément à l'article 20 (et dans certains cas, à l'article 10) de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant l'examen du dossier des employés qui demandent à la Commission soit d'être exclus de l'obligation de satisfaire aux exigences linguistiques de leur poste en leur seconde langue officielle, soit de recevoir une prolongation de leur temps d'exemption, soit de passer outre à un pronostic négatif aux fins de nominations. **Usages compatibles :** Ce fichier permet à la Commission de la fonction publique d'accorder ou de refuser une exclusion, ou une prolongation du temps d'exemption, ou de passer outre à un pronostic négatif selon le décret d'exclusion sur les langues officielles.

Normes de conservation et de destruction : Les dossiers sont conservés pendant vingt (20) ans et sont ensuite détruits, sauf pour certains dossiers qui sont conservés dans les Archives nationales pour une période indéfinie. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 050 **Enregistrement (SCT) :** 001460 **Numéro de fichier :** CFP PCE 717

Demandes de communication de renseignements

Description : Ce fichier peut contenir les formulaires de demande de communication de renseignements, les réponses à ces demandes et l'information rattachée au traitement des demandes. **Catégorie de personnes :** Fonctionnaires et non fonctionnaires ayant fait une demande officielle d'accès à des renseignements en vertu de la Loi sur l'accès à l'information ou la Loi sur la protection des renseignements personnels. **But :** Ce fichier existe conformément à l'article 4 de la Loi sur l'accès à l'information et à l'article 12 de la Loi sur la protection des renseignements personnels pour traiter les demandes de communication de renseignements faites en vertu des lois. **Usages compatibles :** Ce fichier est utilisé pour consigner et traiter les demandes, pour répondre aux plaintes reçues en vertu des lois et pour fins de statistiques. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux (2) ans après la demande et sont ensuite détruits. **No. ADD :** 98/001 **Renvoi au dossier # :** CFP DGM 022 **Enregistrement (SCT) :** 001684 **Numéro de fichier :** CFP PCE 743

Dossiers de la CFP sur les mutations (a pris fin en juin 1996)

Description : Ce fichier peut contenir le curriculum vitae, la dernière évaluation du rendement, le formulaire de demande de mutation, une lettre du ministre confirmant le groupe, le niveau et le type d'emploi actuel, le rapport d'évaluation-orientation, les résultats des présentations ainsi que les vérifications des références. **Catégorie de personnes :** Fonctionnaires ayant présenté une demande de mutation latérale. **But :** Ce fichier existe en vue de fournir des renseignements sur les employés ayant fait une demande de mutation latérale dans les catégories de soutien administratif, de l'exploitation, de l'administration et du service extérieur, scientifique et professionnelle, à l'exception du groupe de la direction. **Usages compatibles :** Le fichier sert à présenter aux ministères et aux organismes les employés qui ont demandé une mutation latérale. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux (2) ans à compter de la date de la plus récente inscription au répertoire et sont ensuite détruits. **No. ADD :** 2001/025 **Renvoi au dossier # :** CFP DGD 030 **Enregistrement (SCT) :** 001462 **Numéro de fichier :** CFP PCE 719

Dotation des cadres de la direction

Description : Ce fichier peut contenir les cotes de sécurité ; les résultats obtenus aux examens linguistiques ; les notes de service à la Commission (rapports des jurys) ; les lettres d'offre ; les lettres d'acceptation ; les lettres destinées aux candidats ayant échoué ; les avis de droit d'appel s'il y a lieu ; les lettres disant qu'il n'y a pas eu d'appel, les copies du rapport

contenir des travaux personnels et des listes de réalisations. **Catégorie de personnes** : Fonctionnaires dans les groupes de la Recherche historique (HR), de l'Enseignement universitaire (UT), de la Recherche scientifique (SE-RCS) et des Services scientifiques de la défense (DS) qui ont été présentés au Comité des paires en vue d'une promotion. **But** : La cueillette de ces renseignements est autorisée par le Conseil du Trésor pour les groupes HR, UT, SE, et DS. Ces renseignements sont compilés pour permettre au Comité des paires de formuler des recommandations concernant les promotions. **Usages compatibles** : Le fichier sert à consigner les constatations et les recommandations du Comité des paires et est parfois utilisé à des fins de référence en vue de promotions subséquentes de l'individu concerné. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans et ils sont ensuite détruits. **No. ADD** : 2001/025 **Renvoi au dossier** # : CFP DGD 030 **Enregistrement (SCT)** : 002298 **Numéro de fichier** : CFP PCE 759

Congés en vue de briguer les suffrages
Description : Ce fichier peut contenir la demande de congé, l'opinion de l'administrateur général, la recommandation de la Secrétaire générale à la Commission, la décision de la Commission d'autoriser ou de refuser le congé pour permettre au fonctionnaire de se porter ou d'être choisi comme candidat ou candidate, les avis pour publication dans la Gazette du Canada, partie I, et à l'occasion, des coupures de journaux. **Catégorie de personnes** : Fonctionnaires qui ont demandé un congé en vue de se porter ou d'être choisi comme candidat ou candidate. **But** : Ce fichier existe conformément aux articles 32, 33 et 34 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements afin que la Commission puisse décider si elle doit accorder un congé à un employé qui désire briguer les suffrages. **Usages compatibles** : Ce fichier sert à fournir les renseignements nécessaires afin que la Commission puisse prendre sa décision et à fournir des renseignements aux fins des rapports de la Commission au Parlement. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant sept (7) ans, puis sont ensuite détruits. **No. ADD** : 2001/025 **Renvoi au dossier** # : CFP DGM 022 **Enregistrement (SCT)** : 001448 **Numéro de fichier** : CFP PCE 705

Consultation et perfectionnement professionnel, Gestion de la diversité : niveau des cadres supérieurs (anciennement Direction de l'équité en matière d'emploi des Programmes des cadres de la direction)
Description : Ce fichier peut contenir des renseignements personnels de base, des curriculum vitae, des renseignements professionnels et des plans de

de direction (CÉNC). **But** : Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur l'évaluation des candidates et candidats à des postes de cadres supérieurs ou à des programmes internes de perfectionnement. **Usages compatibles** : Ce fichier sert à consigner et à fournir tous les renseignements relatifs à l'évaluation des candidates et candidats à des postes de cadres supérieurs ou à des programmes internes de perfectionnement, de façon à ce que la sélection des personnes qui y participent soit basée sur le mérite. Il est aussi utilisé pour fournir de la rétroaction aux candidates et candidats qui en font la demande et pour amasser des données normatives sur les personnes qui ont participé au Centre d'évaluation à des fins de recherche et de développement. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans après l'évaluation, puis sont ensuite détruits. Les données informatisées sont conservées pour une période indéfinie. **No. ADD** : 2001/025 **Renvoi au dossier** # : CFP DGD 065 / CFP DGD 034 **Enregistrement (SCT)** : 004463 **Numéro de fichier** : CFP PCE 772

Comité de révision linguistique
Description : Ce fichier peut contenir la demande de révision, le consentement écrit de l'employé, les résultats de l'Examen de connaissances de la langue avant le 15 octobre 1984, le rapport de l'agent d'évaluation, les tests diagnostiques, les résultats des tests d'orientation, les lettres ou les notes de services pertinentes et la décision du Comité de révision linguistique. **Catégorie de personnes** : Fonctionnaires dont le cas a été présenté au Comité de révision linguistique. **But** : Ce fichier existe conformément aux dispositions de l'article 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les employés dont le cas a été présenté au Comité de révision linguistique. **Usages compatibles** : Le fichier est utilisé pour réviser les résultats obtenus à l'évaluation linguistique avant le 15 octobre 1984, ainsi que le renvoi des employés des cours de langue et pour prendre la décision pertinente dans chaque cas. **Normes de conservation et de destruction** : Les dossiers concernant les demandes de révision suite à un retrait de la formation linguistique ou suite au résultat de l'orientation linguistique sont conservés pendant une période de vingt cinq (25) ans et sont ensuite détruits. **No. ADD** : 2001/025 **Renvoi au dossier** # : CFP DGD 050 **Enregistrement (SCT)** : 001459 **Numéro de fichier** : CFP PCE 716

Comité interministériel des paires concernant les promotions
Description : Le fichier peut contenir des curriculum vitae, des lettres de présentation des ministères, des lettres de références, des évaluations de rendement et les recommandations du Comité des paires. Il peut aussi

publique, à la recherche à la CFP ainsi qu'aux fins de d'autres rapports au Conseil du Trésor sur l'utilisation des ressources humaines et l'état des programmes. Cette information est utilisée afin de tracer la mobilité de l'emploi(e) et de déterminer le nombre d'étudiants qui deviennent des employés réguliers de la fonction publique et pour d'autres fins statistiques. Les renseignements des systèmes titulaires/mobilité du Conseil du Trésor sont utilisés pour fournir certaines informations supplémentaires aux répertoires des candidats et candidates de la CFP. L'information tirée des fichiers des titulaires et de la mobilité est également utilisée pour développer le fichier des données longitudinales des fonctionnaires pour des fins de planification des ressources humaines. Pour des fins statistiques, cette information est jumelée avec le Fichier de données sur les groupes visés par l'équité en matière d'emploi du CT (SCT PCE 706). L'information tirée du recensement et de l'Enquête sur la santé et les limitations d'activités est utilisée dans la mise à jour des données sur l'équité en matière d'emploi. Aucun renseignement personnel est divulgué qui permettrait, selon une estimation raisonnable, d'identifier la personne à laquelle il se rapporte. **Normes de conservation et de destruction** : Système de gestion de l'information sur les nominations (SGIN) : le rapport sur les opérations de dotation est conservé pendant trois (3) ans à compter de la date où la CFP le reçoit. Les données informatisées sont conservées en direct pendant deux (2) ans, puis sont transférées dans des archives optiques où elles sont conservées indéfiniment. Système des séparations : les renseignements informatisés sont conservés jusqu'à ce qu'ils soient périmes, puis ils sont supprimés. Cependant les données de fin d'année sont conservées dans des archives optiques pour une période indéfinie. Système des rapports concernant le réaménagement de l'effectif (SRRE) : les données sont conservées dans des archives optiques pour une période indéfinie. Fichier statistique trimestriel (classé dans l'environnement analytique en 1995-1996) : les renseignements personnels sont conservés pendant cinq (5) ans à partir du moment où ils ont été recueillis, et ensuite conservés dans des archives optiques pour une période de 50 ans. Programmes d'emplois pour étudiants : les renseignements sont conservés pendant cinq (5) ans, puis sont transférés dans des archives optiques et conservés pour une période indéfinie. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DGD 032 et CFP RAV 180 **Enregistrement (SCT)** : 002299 **Numéro de fichier** : CFP PCE 761

Centre d'évaluation en vue de la nomination des cadres de la direction (CENCD)

Description : Ce fichier peut contenir des notes de service et des lettres ; des données biographiques et des résultats d'évaluation. **Catégorie de personnes** : Les personnes ayant fait l'objet d'une évaluation par le Centre d'évaluation en vue de la nomination des cadres

sont recueillis afin d'enquêter sur les allégations et irrégularités de dotation et de faire des recommandations. Ils servent également aux fins de statistiques. **Normes de conservation et de destruction** : Les dossiers demeurent actifs pendant le processus d'enquête, sont ensuite inactifs pendant cinq (5) ans et sont ensuite détruits. Les données informatisées sont conservées pendant cinq (5) ans et sont ensuite détruites. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DAE 005 **Enregistrement (SCT)** : 005180 **Numéro de fichier** : CFP PCE 780

Cadre analytique (antérieurement Systèmes informatisés de relevés statistiques)

Description : Ce fichier regroupe des systèmes informatiques que tient à jour la Commission de la fonction publique (CFP) et qui renferment des renseignements personnels de base tels que : numéro d'assurance sociale (dossiers antérieurs seulement), code d'identification de dossier personnel, le code d'identification du client ou de la cliente (CIC), un identificateur à la CFP, antécédents professionnels, situation d'emploi, compétence linguistique, motifs de cessation d'emploi, le niveau de scolarité, le principal domaine d'études, les opinions personnelles sur l'application des valeurs en dotation et des informations spécifiques sur le processus compétitif. Ce fichier comprend aussi les données provenant des systèmes titulaire, mobilité et équité en matière d'emploi du Conseil du Trésor (CT), de l'information extraite du programme de Sondage spécial de la CFP, ainsi que des actes de nomination ou des relevés statistiques reçus de d'autres ministères pour la période précédente le mois d'avril 1999 et par la suite, les estimés des activités de dotation des ministères créés par la CFP à partir des fichiers des titulaires et de la mobilité du CT. Certaines données sur le recensement et sur l'Enquête sur la santé et les limitations d'activités sont également incluses dans le Cadre analytique. **Catégorie de personnes** : Toutes les personnes qui ont été nommées à des postes dans la fonction publique ou qui ont quitté la fonction publique. **But** : On a instauré cet environnement analytique afin de consigner des renseignements sur les nominations à la fonction publique (avant avril 1999), les départements, la répartition des fonctionnaires selon les ministères et les emplacements, de produire de l'information sur l'état de santé du système de dotation au sein de la fonction publique, de maintenir des estimés des activités de dotation (à partir du 1er avril 1999), de permettre la création d'un fichier longitudinal des personnes nommées dans des postes au sein de la fonction publique fédérale ou qui ont laissé la fonction publique. Le Cadre analytique est mis à jour régulièrement. **Usages compatibles** : Les renseignements servent à l'établissement de rapports statistiques, à la planification et à l'analyse des ressources humaines, à la surveillance des activités de dotation, à la production du rapport annuel de la Commission de la fonction

Commission de la fonction publique du Canada

Chapitre 70

Fichiers centraux

Accréditation des agents de dotation

Description : Ce fichier peut contenir des dossiers personnels lesquels incluent les recommandations des ministères pour l'accréditation, incluant des renseignements sur les études et sur l'expérience antérieures en personnel, résultats à l'examen de connaissances en dotation, aperçu des activités et affectations en dotation reliées à la formation en cours d'emploi et évaluations de ces activités et affectations. Une partie des renseignements ci-dessus sont également inscrits dans un répertoire automatisé.

Catégorie de personnes : Consultants et

consultantes de dotation en personnel de la fonction publique. **But :** Ce fichier a été conçu afin d'enregistrer et de fournir des renseignements sur les consultants et consultantes de dotation vis-à-vis l'accréditation en ce qu'elle se relie à l'exercice de pouvoirs en matière de dotation délégués conformément au paragraphe 6(1) de la Loi sur l'emploi dans la fonction publique. **Usages**

compatibles : Ce fichier sert à fournir des

renseignements à l'appui de l'accréditation des agents de dotation par le comité d'accréditation. Il sert également à produire divers rapports et analyses statistiques et à des fins administratives générales telles, par exemple, la planification de programmes de formation et de perfectionnement en dotation et la préparation de rapports sur ces programmes. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux (2) ans après la date d'accréditation. Les renseignements informatisés sont conservés indéfiniment pour savoir qui est accrédité.

No. ADD : 2001/025 Renvoi au dossier # : CFP

DGD 050 Enregistrement (SCT) : 001464 Numéro

de fichier : CFP PCE 721

Auditions d'appels

Description : Ce fichier peut contenir les documents d'appel, les avis de sélection, des preuves produites à l'audition y compris des formulaires d'évaluation de rendement du personnel lorsque utilisés dans le processus de sélection, une décision du comité d'appel et une fiche de contrôle du dossier d'appel. Il peut aussi renfermer des enregistrements sur bande des

Autres Enquêtes

Description : Ce fichier peut contenir des

renseignements personnels de base, des extraits du dossiers de l'employé et du dossier de concours, des notes d'entrevues, des allégations ou des plaintes, des notes de service et des lettres, des évaluations de rendement, des protocoles d'entente et des rapports concernant les recommandations faites à la Commission de la fonction publique sur les faits recueillis pendant l'enquête. **Catégorie de personnes :** Fonctionnaires et non-fonctionnaires directement impliqués dans l'enquête. **But :** Ce fichier existe suite à une enquête menée en vertu des articles 6(2) et (3) et 42 de la Loi sur l'emploi dans la fonction publique. **Usages compatibles :** Les renseignements

Numéro de fichier : CFP PCE 702

CFP DAE 005 Enregistrement (SCT) : 001445

détruites. **No. ADD : 2001/025 Renvoi au dossier # :** sont conservées pendant cinq (5) ans et sont ensuite transmises à la Cour fédérale du Canada en vertu de l'article 18 de la Loi sur la Cour fédérale, les décisions et les enregistrements sont conservés pendant deux (2) ans et sont ensuite détruits. Pour les dossiers qui sont conservés sur microfiche pendant vingt (20) ans à compter de la date où elles ont été prises ; les dossiers conservés sur microfiche pendant vingt (20) ans à **conservation et de destruction :** Les décisions sont d'appel puisse rendre une décision. **Normes de**

appel afin que le président ou la présidente du Comité

renseignements recueillis au cours de l'audition d'un **compatibles :** Les dossiers servent à fournir les renseignements sur les appels logés. **Usages**

renseignements sur les appels logés. **Usages**

fonction publique en vue d'enregistrer et de fournir des des articles 19 à 28 du Règlement sur l'emploi dans la 21 de la Loi sur l'emploi dans la fonction publique et fichier existe conformément aux dispositions de l'article appel ou qui sont en cause dans un appel. **But :** Ce **Catégorie de personnes :** Fonctionnaires qui ont fait la décision du comité d'appel qu'a reçue l'appelant(e). de la Direction générale des recours qui est indiqué sur personnels sont priées de fournir le numéro de dossier formulaire de demande d'accès à des renseignements délibérations. Les personnes qui remplissent un

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Présences et congés

Mesures disciplinaires

Langues officielles

Griets

Formation et perfectionnement

Évaluation du rendement

Commission d'appel des pensions

Chapitre 68

Fichiers particuliers

Note : Toute demande de renseignements concernant les dossiers individuels sur le personnel doit être adressée à : Relations de travail, Services des

ressources humaines – PSR, Développement des ressources humaines, 9^e étage, Immeuble Capital Square, Ottawa, Ontario K1P 5V9.

Commission de la Capitale nationale

Chapitre 69

Fichiers particuliers

concernant les règlements sur l'équité en matière d'emploi. **Catégorie de personnes :** Employés de la

CCN. **But :** Ce système donne aux cadres de la

Commission et aux gestionnaires du personnel

suffisamment de renseignements sur le personnel pour

qu'ils puissent prendre des décisions éclairées sur les

employés. Ils servent également à répondre de façon

contrôlée aux demandes de renseignements précises

sur les employés. **Usages compatibles :** Les

renseignements contenus dans ces bases de données

sont utilisées pour la production de rapports à l'intention

des gestionnaires, qui sont en mesure de prendre des

décisions plus éclairées au sujet du personnel. **Normes**

de conservation et de destruction : Les dossiers

informatisés sont mis à jour au besoin. Les données

sont conservées pour cinq ans, puis transférées aux

Archives nationales du Canada ; les dossiers de

rénumération des employés sont conservés pour

toujours. **Renvoi au dossier # :** CCN RH 004

Enregistrement (SCT) : 003732 **Numéro de**

fichier : CCN PPE 800

Transition des employés

Description : Ce fichier n'est plus utilisé à la

Commission.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation

et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Système d'inventaire de l'information de la

Commission (CIS)/Banque d'employés

Description : Ce fichier est un composant d'un

système d'accès en ligne de gestion de fonds de

renseignements. Ce fichier contient le nom, numéro

d'identification personnelle et niveau de sécurité pour

chaque employé. **Catégorie de personnes :**

Employés de la CCN. **But :** Ce fichier a pour but

d'assurer que l'employé qui a accès au dossier de la

corporation a un niveau de sécurité adéquat. **Usages**

compatibles : Ce système sert à protéger toute

information désignée ou classifiée. **Normes de**

conservation et de destruction : Ces données

informatisées sont mises à jour sur demande. **Renvoi**

au dossier # : CCN SSGI-SP 700 **Enregistrement**

(SCT) : 003664 **Numéro de fichier :** CCN PPE 802

Système de gestion sur les ressources humaines

(PeopleSoft)

Description : Il s'agit de bases de données en ligne

qui contribuent à pratiquement toutes les principales

fonctions de gestion du personnel. Ces bases de

données comprennent des renseignements sur les

employés tels que leur Code d'identification de dossier

personnel (CIDP), numéro d'assurance sociale, sexe,

niveau de classification, nom, adresse, date de

naissance et les évaluations de rendement. Il contient

tous les renseignements sur la rémunération des

employés de la CCN depuis 1971 ; des renseignements

sur les postes depuis 1998 ; les concours et la

formation depuis l'année 2000. De plus, PeopleSoft sert

à la production des chèques de paie des employés,

avec les gains et les déductions nécessaires.

PeopleSoft contient aussi des renseignements sur les

employés travaillant pendant l'exercice en cours, et il

sert à tenir compte des heures travaillées et des

congés. Enfin, PeopleSoft contient des renseignements

sur les postes, notamment des évaluations et des

descriptions du travail. Le système informatisé de

présentation des rapports d'équité en matière d'emploi

(EECRIS) sert à la production de rapports annuels

(nature). Les renseignements personnels (adresses, numéros de téléphone, etc.) sont compris dans COMFIN. Pour les personnes qui reçoivent des paiements imposables, leur numéro d'assurance sociale (NAS) est inscrit et retenu dans COMFIN. **Catégorie de personnes :** Employés qui ne font pas partie de la Commission. **But :** Le NAS est requis et inséré sur les feuillets et les dossiers fiscaux que la Commission doit remettre à l'Agence des douanes et du revenu du Canada. **Usages compatibles :** Approuver les paiements de salaires et bénéfices aux employés qui ne font pas partie de la Commission ; justifier les embauches supplémentaires aux employés de la Commission ; faire rapport à l'Agence des douanes et du revenu du Canada. **Normes de conservation et de destruction :** L'information demeure dans COMFIN et est reportée d'année en année. Quand l'activité prend fin, l'information est rayée du système. **Enregistrement (SCT) :** 004319 **Numéro de fichier :** CCL PPE 805

Fichier ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Griefs

Harcèlement

Stationnement

Commission canadienne du tourisme

Chapitre 67

Fichiers ordinaires

Vous trouverez la définition des fichiers ordinaires et la description de leur contenu dans l'INTRODUCTION (au début de cette publication).

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identité et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements. **Catégorie de personnes :** Employés de la Commission qui effectuent des voyages et présentent des réclamations de frais de déplacement, d'inscription à des cours, des cotisations à des associations et d'autres paiements. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages des fonctionnaires ; il sert également au paiement des réclamations des factures aux personnes mentionnées ci-dessus. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. **Usages compatibles :** Approuver les questions de voyage, les avances et les demandes de remboursement ; sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou autres. **Enregistrement (SCT) :** 004321 **Numéro de fichier :** CCL PPE 810

Système d'information financière – COMFIN/SATURN

Description : Information financière pour la Commission. Cette information sera classifiée comme suit : responsabilité (inter-classement) ; autorité (affectation) ; but (activité) ; projet ; ligne d'exécution

Commission canadienne du blé

Chapitre 65

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Harcelement
Présences et congés
Rémunération et avantages

Chapitre 66

Commission canadienne du lait

Fichiers particuliers

Dossier personnel des employés

Description : Ce fichier est placé sous la

responsabilité du Bureau des ressources humaines. Il

contient le sommaire des données concernant l'emploi

de particuliers à la Commission canadienne du lait. Ces

données comprennent des documents tels : lettres de

nomination, ententes de détachement, évaluations du

rendement au travail, documents reliés à des mesures

disciplinaires lorsqu'elles sont applicables, lettre de

reconnaissance, résultats de tests de langue, assiduité

au travail, lettres de recommandation, curriculum vitae,

registre de formation, documents personnels et

organisationnels divers, et autres documents. Le fichier

contient le dossier de tous les employés. Ceux-ci

peuvent accéder à leurs dossiers en communiquant

avec le Bureau des ressources humaines. **Catégorie**

de personnes : Employés actuels et anciens de la

Commission. **But** : Fournir des renseignements sur

l'emploi des membres actuels et des anciens membres

Utilisations : Ces renseignements peuvent être

utilisés aux fins de référence d'emploi ou d'assurance

groupe. **Normes de conservation et de**

destruction : Les dossiers des anciens employés sont

conservés à la Commission durant les deux années qui

suivent la cessation d'emploi après quoi ils sont remis

aux Archives nationales du Canada. **Enregistrement**

(SCT) : 004048 **Numéro de fichier** : CCL PPE 801

Dotation

Description : Ce fichier contient les demandes de

dotation ; les descriptions de poste ; les échelles de

salaires ; les profils de sélection ; les affiches de

concours ; les demandes de mutation ; les demandes

d'emplois des candidats ; les listes de candidats ; les

évaluations des jurys de sélection, y compris les notes

d'évaluation provenant du comité de dotation en

personnel ; les documents relatifs aux examens et à

leurs résultats ; les listes d'admissibilité ; les offres

d'emploi ; les avis destinés aux candidats ; la

correspondance relative à la dotation faite par divers

moyens, notamment par voie de concours et à l'aide du

répertoire des ressources humaines. On trouve dans les

dossiers du fichier une grande variété de

renseignements personnels qui peuvent comprendre

l'âge, le sexe, le niveau de scolarité et les données

d'auto-identification volontaire liées à l'équité en matière

d'emploi. (On peut également trouver des avis relatifs à

des décisions de dotation dans le dossier personnel

d'un employé.) **Catégorie de personnes** : Employés

de la Commission. **But** : Ce fichier contient des

renseignements qui peuvent être utilisés pour la

dotation de postes au sein de la Commission. Il est

également une source de renseignements pour les

programmes et les services d'équité en matière

d'emploi. **Utilisations** : Sélectionner des

candidats, doter des postes et traiter les plaintes

relatives aux nominations et aux promotions. Il est

possible de rattacher les données d'auto-identification

volontaire liées aux programmes et aux services

d'équité en matière d'emploi aux données consignées

dans d'autres fichiers, à condition que l'on utilise ces

renseignements personnels aux fins auxquelles ils ont

été recueillis. **Normes de conservation et de**

destruction : Les dossiers sont conservés pendant

une période de deux ans suivant la nomination et

ensuite, les dossiers sont détruits, pourvu que deux ans

se soient écoulés depuis la dernière utilisation à des fins

administratives des renseignements en question.

Enregistrement (SCT) : 004048 **Numéro de**

fichier : CCL PPE 815

Voyages et dépenses des employés

Description : Ce fichier renferme les autorisations, les

avances, les demandes de remboursement, les reçus, les

les préparatifs de voyage, les itinéraires et la

correspondance concernant les déplacements des

employés et autres dépenses remboursées aux

employées. Il compte aussi les réclamations,

autorisations, rapports des dépenses, reçus, demandes

Commission canadienne d'examen des exportations

de biens culturels

Chapitre 64

Fichiers ordinaires	Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion	Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés	Aide aux employés
Autorisations sécuritaires	Autorisations sécuritaires
Cartes d'identification et laissez-passer	Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat	Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé	Dossier personnel d'un employé
Dotation	Dotation
Evaluation du rendement	Evaluation du rendement
Formation et perfectionnement	Formation et perfectionnement
Griefs	Griefs
Harcelement	Harcelement
Langues officielles	Langues officielles
Mesures disciplinaires	Mesures disciplinaires
Programme d'équité en matière d'emploi	Programme d'équité en matière d'emploi
Présences et congés	Présences et congés
Rémunération et avantages	Rémunération et avantages
Sécurité et santé au travail	Sécurité et santé au travail
Stationnement	Stationnement
Vérification de la fiabilité	Vérification de la fiabilité
Voyages et réinstallations	Voyages et réinstallations

éléments d'analyse du centre d'évaluation, à l'information biographique et celle reliée au poste respectif des candidats, et tout autre information pertinente. Les candidats sont identifiés de façon numérique seulement. **Catégorie des personnes :** Membre du personnel de gestion de la CCSN. **But :** Ce fichier sert de consigner des données des compétences en leadership et gestion. L'information sera utilisée pour le perfectionnement, formation, planification de la relève, affectation et décisions de dotations. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant sept ans, après quoi ils sont détruits. **Enregistrement (SCT) :** 004119 **Numéro de fichier :** CEA PPE 804

Dossiers médicaux
Description : Ce fichier contient les renseignements suivants : des rapports médicaux, des analyses et rapports de laboratoire. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et l'endroit du dossier demandé. **Catégorie des personnes :** Les fonctionnaires fédéraux et les anciens fonctionnaires fédéraux. **But :** Ce fichier a pour but de maintenir les dossiers de santé au travail des fonctionnaires fédéraux y compris les dossiers de surveillance et le maintien des facteurs d'hygiène du travail et du milieu, de pré-embauche, d'évaluations périodiques médicales, premiers soins donnés. **Usages compatibles :** Etablir que l'employé est apte à accomplir les tâches exigées. **Normes de conservation et de destruction :** Les dossiers sont conservés jusqu'à ce que les personnes aient atteint l'âge de 75 ans, si elles ne sont plus au service de la CCSN. Si l'employé est âgé de 70 ans, le dossier sera conservé pour cinq ans après le dernier examen médical. A la fin de la période de conservation, les dossiers seront détruits par la CCSN. **Enregistrement (SCT) :** 004120 **Numéro de fichier :** CEA PPE 805

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Dotation

Evaluation du rendement
Formation et perfectionnement
Langues officielles
Présences et congés
Rémunération et avantages
Stationnement
Voyages et réinstallations

Commission canadienne de sûreté nucléaire

Chapitre 63

Fichiers particuliers

Dossiers sur l'exposition des spécialistes de la CCSN aux rayonnements

Description : Ce fichier contient un relevé des doses

de rayonnement auxquelles ont été soumis les

spécialistes de la CCSN. Le calcul cumulatif de ces

doses est fait périodiquement. **Catégorie des**

personnes : Les employés de la CCSN. **But :** Ce

fichier sert de consigner des données des doses de

rayonnement des employés de la CCSN dans

l'exécution de leurs fonctions. **Normes de**

conservation et de destruction : Ces dossiers sont

conservés pendant 75 ans. **No. ADD :** 91-024

Enregistrement (SCT) : 004117 **Numéro de**

fichier : CEA PPE 802

Inspecteurs de la CCSN : Dossier d'accréditation

Description : En vertu du Règlement, les employés de

la CCSN peuvent agir à titre d'inspecteurs. Les

données personnelles des employés désignés comme

inspecteurs demeurent dans le fichier personnel de ces

employés, mais la correspondance qui a trait

uniquement à leur nomination est conservée dans un

fichier distinct. **Catégorie des personnes :** Employés

de la CCSN. **But :** L'utilité première de ce fichier est de

fournir un état à jour des nominations. Elle ne renferme

que les noms et les secteurs pouvant faire l'objet de

vérifications. **Normes de conservation et de**

perfectionnement ; à l'hygiène et à la sécurité
professionnelles ; aux langues officielles ; à la
discipline ; aux autorisations sécuritaires ainsi qu'à la
vérification des références professionnelles. Ces
renseignements servent également à Travaux publics et
Services gouvernementaux Canada, car ils facilitent le
paiement des traitements ; aux divers régimes
d'assurance-maladie provinciaux ; aux assureurs de
groupe ; aux syndicats (retenue des cotisations) ; et à
Développement des ressources humaines Canada (aux
fins des pensions). **Normes de conservation et de**

destruction : Les dossiers sont gardés par
l'organisme ou le ministère pour lequel travaille
actuellement l'employé pour toute la durée d'emploi,
plus un an. Après cette période, les renseignements
sont transférés aux Archives nationales du Canada et
sont gardés jusqu'à ce que l'employé ait atteint l'âge de
80 ans ou jusqu'à deux ans après le décès de
l'employé ; après quoi, le dossier est détruit, pourvu
que deux ans se soient écoulés depuis la dernière
utilisation à des fins administratives des renseignements
en question. Quant aux dossiers relatifs à des mesures
disciplinaires, la durée de conservation est mentionnée

Rémunération et avantages

Vous trouverez dans l'INTRODUCTION (au début de
cette publication) une définition des fichiers ordinaires et
une description de leur contenu.

Fichiers ordinaires

dans les conventions collectives pertinentes, ou elle est
de trois ans suivant la date à laquelle les mesures
disciplinaires ont été prises, autant qu'aucune autre
mesure disciplinaire n'ait été prise depuis. Lorsque les
mesures disciplinaires ont été annulées, c'est
l'organisme ou le ministère qui voit à ce que le
document touchant cette mesure soit immédiatement
détruit. Pour tous les renseignements jugés de nature
historique ou qui ont une valeur sur le plan des
archives, c'est l'archiviste nationale du Canada qui
décide quels dossiers seront conservés en permanence
par les Archives nationales du Canada.

Enregistrement (SCT) : 005121 **Numéro de**

fichier : COMGRA PPE 805

destruction : Ces dossiers sont conservés pour cinq
ans, après quoi ils sont détruits. **Enregistrement**

(SCT) : 004118 **Numéro de fichier :** CEA PPE 803

Membres des comités consultatifs

Description : La CCSN a établi deux comités

consultatifs dont les membres viennent de l'industrie,

du secteur universitaire et de certains autres milieux et

qui font rapport au Président. **Catégorie des**

personnes : Agents de la radioprotection et de sûreté

nucéaire. **But :** Ce fichier sert de consigner des

données ayant trait au recrutement des membres et

peut comprendre les noms des agents actuels, ainsi

que des détails sur leur emploi actuel et sur leur

expérience. **Normes de conservation et de**

destruction : Les dossiers sont conservés pendant

deux ans, après quoi ils sont envoyés aux Archives

nationales du Canada. **No. ADD :** 91-024

Enregistrement (SCT) : 004116 **Numéro de**

fichier : CEA PPE 801

Evaluations de leadership à la CCSN

Description : Ce fichier de renseignements contient de

l'information concernant l'évaluation des compétences

en leadership de gestion et les évaluations du

programme de repérage du potentiel de gestion à la

CCSN. Il contient les rapports d'évaluation des

candidats, l'attribution des points et les descriptions

narratives relatives aux différentes auto-analyses, aux

Fichiers particuliers

Base de données sur la formation

Description : Ce fichier comprend les données

suivantes : des demandes pour suivre des cours et des évaluations ; le Code d'identification de dossier personnel ; le statut de membre d'un groupe visé par l'équité en matière d'emploi ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement.

Catégorie de personnes : Employés de l'institution. But : Ce

fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes liés à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux. Usages compatibles :

Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données d'auto-identification volontaire aux renseignements consignés dans d'autres fichiers, afin de faciliter la mise en oeuvre et l'évaluation des politiques du gouvernement concernant les programmes d'équité en matière d'emploi. Normes de conservation et de destruction : Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé.

Enregistrement (SCT) : 005122 Numéro de fichier : COMGRA PPE 810

Dossier personnel d'un employé – dossiers

auxiliaires

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; au niveau de sécurité ; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier

contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le Numéro d'assurance sociale ; le Code d'identification de dossier personnel ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs non gouvernementaux, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; les passeports et les permis d'armes à feu nécessaires pour occuper le poste ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline ; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés.

Catégorie de personnes : Employés de l'institution. But : Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Usages compatibles : Identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au

gardé au CLO pendant deux ans, puis détruit.
Enregistrement (SCT) : 002849 **Numéro de**
fichier : CLO PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé
Dotation

Commission canadienne des affaires polaires

Chapitre 60

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer
Dossier personnel d'un employé

Commission canadienne des droits de la personne

Chapitre 61

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé
Dotation

Évaluation du rendement
Griefs

Voyages et réinstallations
Vérification de la fiabilité

Stationnement

Sécurité et santé au travail

Rémunération et avantages

Programme d'équité en matière d'emploi

Présences et congés

Politique de reconnaissance

Mesures disciplinaires

Langues officielles

Harcelement

antécédents professionnels, le c.v., copie de tous les formulaires et de la correspondance administrative touchant le fonctionnaire en ce qui concerne sa situation, sa formation et sa préférence du lieu de travail. **Catégorie de personnes** : Fonctionnaires déclarés excédentaires. **But** : Ce dossier fournit aux agents des ressources humaines la documentation qui facilitera le placement des fonctionnaires bénéficiant d'une priorité de dotation au sein de la fonction publique. **Usages compatibles** : Avoir un dossier à jour du fonctionnaire et des actions prises pour lui trouver un nouveau poste. **Normes de conservation et de destruction** : Deux ans après le départ du fonctionnaire. **No. ADD** : 86/001 **Enregistrement (SCT)** : 002847 **Numéro de fichier** : CLO PPE 801

Fonds de pension

Description : Ce fichier contient le certificat de naissance de l'employé, du conjoint et de ses enfants ; de l'information sur le statut marital ; date à laquelle l'employé est devenu cotisant au fonds de pension ; transfert réciproque ; service accompagné d'options ; calcul de pension ; historique salarial ; et désignation de bénéficiaire. **Catégorie de personnes** : Employés actuels et anciens qui ont contribué au fonds de pension. **But** : Pour avoir accès, dans un seul endroit, à tous détails de pension. **Usages compatibles** : Ce fichier a pour but de déterminer l'admissibilité au paiement de cotisations, à calculer le total des cotisations qui sont dues en rapport avec les années de service antérieur ; à calculer le crédit pour service donnant droit à la pension, et à calculer la pension payable tant pour le cotisant que pour le bénéficiaire. **Normes de conservation et de destruction** : Détruit deux ans après que toutes les activités aient été complétées. **Enregistrement (SCT)** : 002848 **Numéro de fichier** : CLO PPE 802

Formation et perfectionnement

Description : Ce fichier comprend des demandes de formation ; le code d'identification de dossier personnel ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrrainés par le gouvernement ou par des organismes privés. Les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement se trouvent dans le fichier concernant les évaluations de rendement. **Catégorie de personnes** : Employés de l'institution. **But** : Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. **Usages compatibles** : Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des

employés. **Normes de conservation et de destruction** : Les dossiers sont détruits cinq ans après la fin des cours de formation et de perfectionnement suivis par un employé. **Enregistrement (SCT)** : 001265 **Numéro de fichier** : CLO PPE 805

Rémunération et avantages

Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. **Catégorie de personnes** : Employés de l'institution. **But** : Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. L'utilisation du numéro d'assurance sociale est nécessaire pour ce fichier ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles** : Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe, sauf dans les cas de règlement des questions de paiement excédentaire ou de perception des dettes dues à la Couronne. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées ou que la dette soit recouvrée. **Enregistrement (SCT)** : 002850 **Numéro de fichier** : CLO PPE 804

Saisie-arrêt

Description : Ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt quant à l'administration de la paye et des avantages au Commissariat. **Catégorie de personnes** : Employés du Commissariat au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises. **But** : Ce fichier permet, conformément à la Loi sur la saisie-arrêt et la distraction, de procéder à la distraction des fonds. **Usages compatibles** : Ce fichier sert également à approuver les retenues de salaire. **Normes de conservation et de destruction** : Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette ne soit payée, son dossier le suit ; si l'employé change de ministère après que la dette ait été payée, le dossier est

Comité de surveillance des activités de renseignement de sécurité

Chapitre 57

Fichiers particuliers

Contrats de services personnels

Description : Ce fichier contient des renseignements sur les personnes qui ont signé des contrats de services personnels avec le Comité. Le fichier peut renfermer des renseignements sur la compétence et l'expérience de travail de l'entrepreneur, des lettres de référence et des détails au sujet du contrat. **Catégorie de personnes :** Personnes qui ont actuellement, ou qui ont déjà eu, un contrat de services personnels avec le Comité de surveillance des activités de

renseignements de sécurité. **But :** Le but de ce fichier est de conserver les soumissions acceptées pour des contrats. **Usages compatibles :** Les renseignements peuvent servir à déterminer les conditions de paiement, la prolongation ou le renouvellement des contrats, et d'autres questions relatives aux contrats. **Normes de conservation et de destruction :** Les fichiers sont conservés depuis la création du Comité en 1984. **Enregistrement (SCT) :** 003017 **Numéro de fichier :** CSA PPE 803

Comité externe d'examen de la Gendarmerie royale du Canada

Chapitre 58

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. **Accidents d'automobile, de bateau, d'embarcation et d'avion**

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Commissariat aux langues officielles

Chapitre 59

Fichiers particuliers

Fonctionnaire excédentaire

Description : Ce fichier contient des renseignements personnels sur les fonctionnaires excédentaires qui bénéficient d'une priorité de fonctionnaire excédentaire (priorité légale accordée par la C.F.P.). Les renseignements contenus sont : les études, les

Comité des griefs des Forces canadiennes

Chapitre 56

Fichiers ordinaires	Griefs
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	
Aide aux employés	Aide aux employés
Autorisations sécuritaires	Autorisations sécuritaires
Cartes d'identification et laissez-passer	Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat	Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé	Dossier personnel d'un employé
Dotation	Dotation
Évaluation du rendement	Évaluation du rendement
Formation et perfectionnement	Formation et perfectionnement
Griefs	Griefs
Harcelement	Harcelement
Langues officielles	Langues officielles
Mesures disciplinaires	Mesures disciplinaires
Politique et reconnaissance	Politique et reconnaissance
Présences et congés	Présences et congés
Programme d'équité en matière d'emploi	Programme d'équité en matière d'emploi
Rémunération et avantages	Rémunération et avantages
Sécurité et santé au travail	Sécurité et santé au travail
Stationnement	Stationnement
Vérification de la fiabilité	Vérification de la fiabilité
Voyages et réinstallations	Voyages et réinstallations

Fichier particulier	Renvois relatifs aux griefs des membres des Forces canadiennes
Description : Ce fichier renferme les renseignements, les commentaires, les recommandations et des décisions relatives aux griefs qui ont été soumis par les membres des Forces canadiennes et acheminés au Comité des griefs des Forces canadiennes par le chef d'état-major de la Défense. En plus des renseignements qui figurent sur la formule de demande d'accès à des renseignements personnels, les intéressés doivent fournir leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers devraient indiquer les documents visés afin de faciliter l'acheminement de leur demande.	Catégories de personnes : Les membres des Forces canadiennes dont le grief a été acheminé au Comité des griefs des Forces canadiennes par le chef d'état-major des Forces. But : Les renseignements sont utilisés par le Comité des griefs des Forces canadiennes dans le traitement des griefs soumis au Comité en vertu de la Loi sur la défense nationale.
Usages compatibles : Les renseignements peuvent être utilisés à des fins de recherche, de planification, d'évaluation, et de statistiques. Ils peuvent également être utilisés pour la communication des précédents, et pour la préparation de rapports selon la Loi sur la défense nationale.	Normes de conservation et de destruction : Ces dossiers sont conservés pendant sept ans, après quoi ils sont détruits, à moins qu'ils ne contiennent des renseignements importants servant de précédent et selon des critères établis.
Enregistrement (SCT) : 004448 Numéro de fichier : CGFC PPE 801	

Centre international des droits de la personne et du développement démocratique

Chapitre 53

Note : Pour de plus amples renseignements sur les employés de Droits et Démocratie (le Centre international des droits de la personne et du développement démocratique), veuillez communiquer avec le Coordonnateur de l'accès à l'information et de la protection des renseignements personnels (mentionné dans l'introduction).

Centre national des Arts

Chapitre 54

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griets

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Centre international des droits de la personne et du développement démocratique

Chapitre 53

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Centre national des Arts

Chapitre 54

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Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Fichiers particuliers

Étude et affectation des carrières

Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes et un curriculum vitae, si disponible.

Catégorie de personnes : Les données portent sur les employés de Citoyenneté et Immigration Canada. **But :** Ces renseignements seront utilisés par les gestionnaires pour ce qui est des affectations ou des détachements.

Usages compatibles : On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de dotation et de relever le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennent vacants.

On peut également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour les vérifications internes. Ils peuvent également être

Fichiers particuliers

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Citoyenneté et Immigration Canada

Chapitre 55

Fichiers ordinaires

divulgués aux compagnies de recherche du secteur privé à des fins statistiques, de recherche, de planification et d'évaluation. Les renseignements peuvent être utilisés également aux fins d'un programme de remplacement, pour différents services liés au réaménagement des effectifs comme le counselling professionnel, la planification financière personnelle, le placement à l'extérieur, les ateliers sur la réorientation professionnelle, les salons de l'emploi, etc., ainsi qu'à des fins statistiques ou pour évaluer l'efficacité du programme. Si un employé y consent, ils peuvent être utilisés par les unités de négociation également pour offrir des services liés au réaménagement des effectifs. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans. **Enregistrement (SCT) :** 002006 **Numéro de fichier :** CIC PPE 802

Vous trouverez dans l'INTRODUCTION (au début de

Trésor contiennent des données similaires. **Catégorie de personnes** : Employés du Centre de recherches pour le développement international. **But** : Ce fichier a pour but de fournir l'information de base nécessaire à l'administration des politiques en matière de langues officielles. **Usages compatibles** : L'administration du programme relatif aux langues officielles au CRDI. **Normes de conservation et de destruction** : Les données sont conservées tant que l'employé demeure au CRDI. **Enregistrement (SCT)** : 002846 **Numéro de fichier** : RDI PPE 806

Stationnement

Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par le Centre de recherches pour le développement international. Le registre de paiement des droits de stationnement est inclus dans le dossier contenant les données personnelles sur l'employé. **Catégorie de personnes** : Employés du CRDI. **But** : Ce fichier a pour but de tenir à jour l'information concernant l'administration des privilèges accordés en matière de stationnement. **Usages compatibles** : Émettre les permis de stationnement. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après l'expiration du permis.

Enregistrement (SCT) : 002844 **Numéro de**

fichier : RDI PPE 804

Dossiers du personnel

Description : Ce fichier sert à tenir à jour les données personnelles sur les employés du Centre de recherches pour le développement international. Il contient des données portant sur les aspects suivants : récompenses et distinctions, renvois, mises en disponibilité, démissions, retraites, promotions et rétrogradations, assiduités, classification, rémunération, pensions de retraite, assurances, avantages sociaux, transferts et affectations, attestation d'exemption d'examens des connaissances linguistiques, contrats de travail appréciation s du rendement, appels, griefs, conflits d'intérêts, mesures disciplinaires, certificats et diplômes, cartes d'identité et laissez-passer donnant accès à l'édifice, formation et demande d'emploi. Le numéro d'assurance sociale (NAS) de l'employé s'y trouve également afin de préparer un feuillet T4 (État de la rémunération payée). **Catégorie de personnes** : Employés du CRDI. **But** : Ces données sont consignées de façon à avoir un registre cumulatif de l'emploi de l'individu au CRDI afin de faciliter la gestion du personnel. **Usages compatibles** : Conserver un dossier personnel à jour sur le cheminement de chaque employé du CRDI et tenir à jour les données relatives à

l'emploi, à la classification, à la rémunération, aux appréciations, aux promotions, aux congés, aux pensions de retraite, aux avantages sociaux et autres. **Normes de conservation et de destruction** : Les dossiers sont conservés par le CRDI pendant tout le temps où l'employé est à son emploi ainsi que pendant deux années par la suite, puis ils sont remis aux Archives nationales. Les renseignements sont détruits lorsque la personne atteint l'âge de 70 ans, ou deux ans après son décès, dans la mesure où deux années se sont écoulées depuis la dernière mesure administrative prise à l'égard des renseignements la concernant. Si l'archiviste national estime qu'ils présentent un intérêt historique ou ont une valeur archivistique, ces dossiers sont conservés de façon permanente par les Archives nationales du Canada. Les renseignements relatifs aux appréciations du rendement, aux appels, aux griefs, aux conflits d'intérêts, au harcèlement, aux cartes d'identité et laissez-passer, à la formation et aux demandes d'emploi sont conservés par le CRDI pendant une période de cinq ans après la cessation d'emploi, après quoi, ils sont détruits. **No. ADD** : 86/001 **Enregistrement (SCT)** : 001152 **Numéro de fichier** : RDI PPE 801

Déplacements et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance échangée en ce qui concerne les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personne** : Employés du Centre de recherches pour le développement international. **But** : Ce fichier a pour but de tenir à jour l'information relative aux déplacements, aux réinstallations et aux affectations à l'étranger des employés du CRDI. **Usages compatibles** : Administrer les fonctions déplacements et réinstallations en regard aux autorisations nécessaires, ainsi que les autorisations d'affectation, les avances et les demandes de remboursement. **Normes de conservation et de destruction** : Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de déplacement ou de réinstallation.

Enregistrement (SCT) : 002845 **Numéro de**

fichier : RDI PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) la définition des fichiers ordinaires et la description de leur contenu.

Habilitations de sécurité

Centre de recherches pour le développement international

Chapitre 52

Accidents d'automobile	
Aide aux employés	
Autorisation sécuritaires	
Cartes d'identification et laissez-passer	
Code régissant les conflits d'intérêts et l'après-mandat	
Dossier personnel d'un employé	
Dotation	
Evaluation du rendement	
Formation et perfectionnement	
Harcelement	
Journaux de contrôle des réseaux électronique	
Langues officielles	
Mesures disciplinaires	
Politique de reconnaissance	
Présences et congés	
Programme d'équité en matière d'emploi	
Rémunération et avantages	
Sécurité et santé au travail	
Stationnement	
Voyages et réinstallations	

Fichiers particuliers

Répertoire des ressources humaines
Description : Ce fichier consiste en un répertoire de candidats de l'extérieur désireux d'obtenir un emploi au Centre de recherches pour le développement international. Tous les cv non sollicités sont classés en fonction du système de classification en vigueur. Le fichier sert aux fins de recrutement et permet de déterminer les candidats possibles à un poste.
Catégorie de personnes : Toutes les personnes qui font une demande d'emploi au CRDI. **But :** Ce fichier sert à constituer un répertoire de candidats souhaitant obtenir un emploi au CRDI. **Usages compatibles :** Le système permet de déterminer les candidats qualifiés pour combler les nouveaux postes ou les postes vacants et de les classer en vue d'un emploi éventuel. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de six mois à compter de la date de réponse. **No ADD :** 86/001 **Enregistrement (SCT) :** 001153 **Numéro de fichier :** RDI PPE 802

Dossiers médicaux

Description : Cette base de données renferme les antécédents médicaux des employés du Centre de recherches pour le développement international, des membres de la famille du personnel du Centre affecté à l'étranger ainsi que du personnel du BVG et de la CCC qui consulte les cliniques pour voyageurs en conformité avec l'entente conclue. Elle contient les données sur les examens avant l'affectation, les anamnèses, les rapports d'examens physiques, les résultats des tests biochimiques, radiographies et cardiogrammes. Les

dossiers sont généralement classés par nom en ordre alphabétique. **Catégorie de personnes :** Employés, actuels et anciens, du Centre, personnel contractuel du BVG et de la CCC. **But :** Recueil des renseignements utiles à l'établissement d'un dossier médical de chaque employé, actuel ou ancien, du Centre ainsi que du personnel contractuel du BVG et de la CCC. **Usages compatibles :** Enregistrement des antécédents et examens médicaux des employés du Centre et du personnel contractuel du BVG et de la CCC, tenue des dossiers relatifs aux examens périodiques et annuels de tout employé qui voyage à l'étranger et mise à jour du carnet de vaccinations de tout employé qui voyage à l'étranger et du personnel contractuel du BVG et de la CCC. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant dix ans après la cessation d'emploi ou la dernière mesure administrative, après quoi ils sont détruits. **No ADD :** 83/002 **Enregistrement (SCT) :** 001154 **Numéro de fichier :** RDI PPE 803

Langues officielles
Description : Ce fichier contient les données en matière de langues officielles qui ont trait aux exigences linguistiques liées aux postes et aux compétences linguistiques des titulaires, notamment les données suivantes : première langue officielle, satisfait ou ne satisfait pas aux exigences linguistiques, en formation ou non, résultats aux examens et date des examens. Les résultats obtenus aux examens de connaissances linguistiques et l'attestation d'exemption sont versés dans le dossier contenant les données personnelles sur l'emploi. Les fichiers particuliers de la Commission de la Fonction publiques et du Secrétariat du Conseil du

Centre canadien d'hygiène et de sécurité au travail

Chapitre 50

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations

volontaires faites par les employés concernant des

situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les

conflits d'intérêt potentiels et réels entre les fonctions

officielles des employés et leurs intérêts privés ou leurs

possessions. **Catégorie de personnes :** Employés du

Centre. **But :** Ce fichier contient des renseignements

concernant des situations de conflit d'intérêt potentiel

ou réel pour les employés des ministères et organismes

fédéraux. Il sert à consigner les conflits d'intérêt

potentiels et à résoudre les situations réelles de conflit

d'intérêt. **Usages compatibles :** Étayer les décisions

touchant les mutations, les mesures disciplinaires et la

fin de l'emploi. **Normes de conservation et de**

destruction : Les dossiers sont détruits deux ans

après que la situation reliée à un conflit d'intérêt

potentiel est réglée ou que l'on a résolu le cas où il y

avait effectivement conflit. **No. ADD :** 85/002

Enregistrement (SCT) : 000992 **Numéro de**

fichier : HST PPE 801

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

cette publication) une définition des fichiers ordinaires et

une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

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Langues officielles

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financières du Canada

Chapitre 51

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

cette publication) une définition des fichiers ordinaires et

une description de leur contenu.

Bureau du vérificateur général du Canada

Chapitre 48

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations

volontaires faites par les employés concernant des

situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les

conflits d'intérêt potentiels et réels entre les fonctions

officielles des employés et leurs intérêts privés ou les

valeurs immobilières qu'ils possèdent. **Catégorie de**

personnes : Employés du Bureau. **But :** Ce fichier

contient des renseignements concernant des situations

de conflit d'intérêt potentiel ou réel pour les employés

des ministères et organismes fédéraux. Il sert à

consigner les conflits d'intérêt potentiels et à résoudre

les situations réelles de conflit d'intérêt. **Usages**

compatibles : Étayer les décisions touchant les

mutations, les mesures disciplinaires et la fin d'emploi.

Normes de conservation et de destruction : Les

dossiers sont détruits deux ans après que la situation

reliée à un conflit d'intérêt potentiel est réglée ou que

l'on a résolu le cas où il y avait effectivement conflit.

No. ADD : 85/001 **Enregistrement (SCT) :** 001605

Numéro de fichier : BVG PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

cette publication) une définition des fichiers ordinaires et

Centre canadien de gestion

Chapitre 49

Fichiers centraux

Système d'identification des contacts ministériels

Description : Ce fichier peut contenir des

renseignements de base sur les contacts financiers et

les coordonnateurs ministériels de formation avec qui le

Centre canadien de gestion communique dans le cadre

de la livraison de ses activités d'apprentissage.

Catégorie de personnes : Contacts financiers et

coordonnateurs ministériels de formation. **But :** Ce

fichier existe en vue d'établir et de tenir des dossiers

sur les contacts financiers et coordonnateurs

ministériels de formation afin de leur acheminer les

informations relatives à la participation des employés de

leurs ministères aux activités offertes par le Centre ainsi

que pour produire les données de facturation. **Usages**

compatibles : Le fichier sert à fournir les

renseignements nécessaires pour communiquer par

une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation

et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

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Vérification de la fiabilité

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Vous trouverez dans l'INTRODUCTION (au début de
cette publication) une définition des fichiers ordinaires et
une description de leur contenu.

Fichiers ordinaires

courrier, par téléphone ou par télécopieur avec les
contacts financiers et coordonnateurs ministériels de
formation. **Normes de conservation et de**
destruction : Les dossiers sont conservés aussi
longtemps que les données sont valides.
Enregistrement (SCT) : 003327 **Numéro de**
fichier : CCG PCD 703

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Bureau du surintendant des institutions financières

Canada

Chapitre 47

Fichiers ordinaires

- Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
- Accidents d'automobile, de bateau, d'embarcation et d'avion
- Aide aux employés
- Autorisations sécuritaires
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Dossier personnel d'un employé
- Dotation

- Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
- Accidents d'automobile, de bateau, d'embarcation et d'avion
- Aide aux employés
- Autorisations sécuritaires
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Dossier personnel d'un employé
- Dotation
- Evaluation du rendement
- Formation et perfectionnement

Bureau du Directeur général des élections

Chapitre 46

- Politique de reconnaissance
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages

- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Bureau de l'Ombudsman de la Défense nationale et

des Forces canadiennes

Chapitre 44

Note : Les renseignements sur les employés du Bureau de l'Ombudsman de la Défense nationale et des Forces canadiennes sont conservés par le ministère de la Défense nationale.

Bureau du Conseil privé

Chapitre 45

Fichiers particuliers

Enquêtes relatives à l'habilitation au secret

Description : Ce fichier contient les dossiers relatifs à l'habilitation au secret des titulaires de postes, des candidats à de tels postes, ainsi que du personnel provenant des agences de placement ou engagé à forfait, employés au sein du Cabinet du Premier Ministre, du Bureau du Conseil privé, de divers groupes de travail et commissions royales d'enquêtes, du Cabinet du président du Conseil privé de la Reine pour le Canada, des cabinets des leaders du gouvernement à la Chambre des communes et au Sénat, du Secrétariat des conférences intergouvernementales canadiennes et du Comité de surveillance des activités de renseignements de sécurité. Ce fichier contient également les dossiers relatifs à l'habilitation au secret ou à l'évaluation de sécurité de certaines personnes normées par décret ou susceptibles à l'être. Ces dossiers renferment des formulaires de renseignements personnels, des empreintes digitales, des casiers judiciaires, des fiches de séances d'information sur la sécurité, un résumé des enquêtes sur place du Service canadien du renseignement de sécurité (SCRS) et de la correspondance relative à l'habilitation au secret et à la délivrance de cartes d'identité. **But :** Ce fichier permet de conserver des renseignements permettant de déterminer la cote de sécurité d'un employé, de confirmer auprès d'autres ministères du gouvernement les renseignements relatifs aux cotes de sécurité, et de fournir des évaluations de sécurité sur certaines

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Note : Les renseignements sur les employés du Bureau de l'intégrité de la fonction publique sont conservés par le Secrétariat du Conseil du Trésor du Canada.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

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Bureau de l'enquêteur correctionnel

Chapitre 41

Note : Les renseignements sur les employés du Bureau de l'enquêteur correctionnel sont détenus par le ministère du Solliciteur général Canada.

Bureau de l'inspecteur général du Service canadien du renseignement de sécurité

Chapitre 42

Note : Les renseignements sur les employés du Bureau de l'inspecteur général du Service canadien du renseignement de sécurité sont détenus par le ministère du Solliciteur général du Canada.

Bureau de l'intégrité de la fonction publique

Chapitre 43

Fichier central

Examen du cas et dossiers d'enquête

Description : Les documents que renferme ce fichier consistent en des renseignements reçus de fonctionnaires et d'autres personnes soutenant que des actes fautifs ont été commis ou le sont dans le lieu de travail. Ces dossiers peuvent aussi contenir des renseignements personnels sur des tiers du public qui sont visés par l'enquête. Dans ces dossiers, on trouve des renseignements d'ordre général recueillis pendant les enquêtes, lesquels sont nécessaires à leur administration.

Catégorie de

personnes : Ce fichier concerne les fonctionnaires des ministères et organismes figurant à l'annexe I de la partie I de la LRTFP, les témoins et les autres parties à la plainte. **But :** Ce fichier sert à recueillir de l'information pour évaluer la nature des présumés actes fautifs, à amorcer des enquêtes, à examiner les éléments de preuve et à produire des constatations et des recommandations.

Usages compatibles : Les renseignements servent aux

fins de recherche et de statistique pour identifier et démontrer, preuve à l'appui, des problèmes comportementaux et institutionnels, déceler des tendances et aider à formuler des recommandations qui déboucheront sur des améliorations du bien-être et de la gouvernance du gouvernement du Canada. Pour mener une enquête à propos d'un acte fautif ou régler le problème qui a été "porté à l'attention" du Bureau de l'intégrité de la fonction publique, les renseignements personnels ne peuvent être divulgués. Seul le nom du particulier qui dénonce l'acte fautif pourra être communiqué au besoin. En l'occurrence, le particulier en sera informé avant qu'il y ait divulgation de son nom. Tout le processus régissant la confidentialité est assujéti à la Loi sur la protection des renseignements personnels. En s'attaquant à un problème institutionnel, aucun renseignement personnel ne sera communiqué à l'institution visée. Dans certains cas, pendant l'enquête ou dans le cadre de la divulgation à proprement parler,

Bibliothèque nationale du Canada

Chapitre 39

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Les fichiers concernant les employés de la Bibliothèque nationale sont les mêmes que ceux des Archives nationales du Canada (Chapitre 36).

conservation et de destruction : Les dossiers sont conservés pendant une période de sept ans, après quoi ils sont détruits. **Enregistrement (SCT)** : 000075
Numéro de fichier : BDC PPE 841

Bureau de la sécurité des transports du Canada

Chapitre 40

Fichiers particuliers

Profil des employés

Description : Ce fichier contient une photographie de la personne de même que des renseignements tels que son titre de poste, la direction et la division dont elle relève, son lieu de travail, son groupe professionnel et son niveau de classification ; il contient également des données personnelles comme le niveau de scolarité, ses accreditations professionnelles, son expérience de travail, sa première langue officielle et les langues étrangères qu'elle maîtrise. Cette information est tirée du curriculum vitae de la personne en question et correspond à l'information fournie. Un profil d'employé est établi à partir de ces renseignements et mis à jour à tous les six mois afin de signaler une reclassification ou une promotion. On profite de cette mise à jour pour ajouter au fichier le nom de nouveaux employés du BST. **Catégorie de personnes** : Les personnes employées pour une période indéterminée et les nouveaux employés. **But** : Cette information est regroupée afin de mettre à la disposition de la haute direction et des agents de personnel une banque de renseignements personnels sur les employés. **Usages compatibles** : Le Bureau recueille des données aux fins de planification de la relève, révision de la compétence, connaissances linguistiques, répartition des emplois, rapports de gestion des ressources humaines et, étant donné que nous avons plusieurs bureaux régionaux, nous voulons tout bonnement pouvoir associer la physiologie d'un(e) employé(e) à son nom. De plus, le profil de l'employé(e) sert de temps à autre à identifier des candidats pour des affectations temporaires au sein du Bureau. **Normes de conservation et de destruction** : Les renseignements au sujet des employés actuels sont

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Vérifications de fiabilité et autorisations de sécurité
Description : Ce fichier renferme des numéros d'identification des employés, des fiches renfermant des empreintes digitales, les résultats des vérifications de casiers judiciaires de la Gendarmerie royale du Canada et (ou) des vérifications d'empreintes digitales, et des rapports de vérification de solvabilité; des formules de demande d'émission de carte d'accès. En outre, on y trouve des exemplaires remplis des questionnaires — Cote de sécurité du personnel et Evaluation de sécurité, les résumés d'enquêtes et de vérifications de dossiers effectuées par le Service canadien du renseignement de sécurité, des exemplaires remplis des formules de Demande d'enquête de sécurité sur le personnel et autorisation du gouvernement canadien, des comptes rendus des instructions données à l'employé concernant l'autorisation de sécurité attribuée à l'employé. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. **Catégorie de personnes :** Employés de la Banque du Canada; les contractuels, le personnel chargé d'effectuer des réparations et les travailleurs de la construction qui doivent avoir temporairement accès aux immeubles de la Banque. **But :** Ce fichier a pour but de consigner les renseignements concernant les vérifications de fiabilité, d'émagasiner les renseignements qui ont trait à l'attribution de la cote de sécurité appropriée aux employés qui doivent, en raison de leurs fonctions, recevoir une autorisation de sécurité. **Usages compatibles :** Les documents servent à établir le degré de fiabilité d'une personne et à attribuer la cote de sécurité appropriée. Ils fournissent aussi les renseignements nécessaires à l'application des mesures de sécurité de la Banque. Le fichier sert aussi à étayer les décisions relatives aux vérifications de fiabilité et aux promotions, aux mesures disciplinaires et aux licenciements. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de deux ans après le départ de l'employé, puis détruits. Les documents concernant les contractuels sont conservés deux ans après la date de leur dernière utilisation à des fins administratives, puis détruits. Si la personne a un casier judiciaire, les renseignements relatifs à celui-ci sont immédiatement détruits sur réception d'un avis d'octroi de grâce. **Enregistrement (SCT) :** 002216 **Numéro de fichier :** BDC PPE 816

Voyages
Description : Ce fichier contient des données sur les avances, les demandes de remboursement, les reçus, les dispositions prises en vue de voyages et les itinéraires ainsi que la correspondance relative aux déplacements des employés en service commandé. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but d'émagasiner des renseignements concernant les frais de

inscrire le NAS dans ce fichier; toutefois, il peut y avoir des cas d'exception pour certains individus lorsque des circonstances spéciales se présentent. Le fichier sert aussi à la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et à étayer le recouvrement des paiements effectués en trop et des dettes envers la Couronne et, le cas échéant, à permettre, conformément à la Loi sur la saisie-arêt et la distraction de pension, de procéder à la saisie-arêt et à la distraction des fonds. **Normes de conservation et de destruction :** Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation, à des fins administratives, des renseignements en question. **Enregistrement (SCT) :** 002212 **Numéro de fichier :** BDC PPE 820

Stationnement
Description : Ce fichier renferme les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur sur des propriétés publiques. Le fichier concernant la rémunération et les avantages renferme les dossiers relatifs aux déductions pour le paiement des frais de stationnement. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour fonction d'émagasiner des renseignements relatifs à l'administration des privilèges accordés en matière de stationnement. **Usages compatibles :** Ce fichier sert à tenir un dossier des permis de stationnement. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de trois ans après l'expiration du permis, après quoi ils sont détruits. **Enregistrement (SCT) :** 002236 **Numéro de fichier :** BDC PPE 842

Tiers Saisis
Description : Ce fichier renferme les ordonnances de saisie de salaire et la correspondance s'y rapportant. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but d'émagasiner des renseignements concernant les ordonnances de saisie de salaire. Le numéro d'assurance sociale peut ou non être indiqué. Son utilisation est parfois autorisée par la Loi de l'impôt sur le revenu et de la Loi d'aide à l'exécution des ordonnances et des ententes familiales et le règlement afférent. **Usages compatibles :** Veiller à l'exécution des ordonnances de saisie de salaire. **Normes de conservation et de destruction :** Les dossiers sont conservés six ans à partir du moment où l'ordonnance de saisie de salaire n'est plus en vigueur, après quoi ils sont détruits. **Enregistrement (SCT) :** 000076 **Numéro de fichier :** BDC PPE 822

Présences et congés

Description : Ce fichier renferme des formules d'introduction de données relatives aux absences et des sommaires qui renferment le numéro d'identification de l'employé, les demandes de congé ainsi que la correspondance connexe aux présences et aux congés. Le relevé annuel des congés et des présences est annexé au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'institution (systèmes

Catégorie de personnes : Employés de la Banque du Canada. **But :** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés. **Usages compatibles :** Ce fichier sert à étayer les décisions relatives à la rémunération et aux avantages notamment en ce qui a trait aux congés et à la fin d'emploi; déterminer quelle est l'utilisation des congés et le taux d'absentéisme. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois ans, puis détruits. **Enregistrement (SCT) :** 002211 **Numéro de fichier :** BDC PPE 821

Programme d'équité en matière d'emploi
Description : Ce fichier contient les renseignements personnels sur les employés qui sont requis pour le maintien du programme d'équité en matière d'emploi de la Banque. Ces renseignements sont fournis sur une base volontaire : les répondants sont invités à indiquer à quel sexe ils appartiennent, s'ils sont membres d'un groupe autochtone, s'ils sont handicapés ou s'ils sont membres d'une minorité visible. **Catégorie de personnes :** Employés réguliers à plein temps; employés réguliers à temps partiel; contractuels et employés temporaires de la Banque du Canada. **But :** Ces renseignements ne sont utilisés qu'aux fins de la Loi sur l'équité en matière d'emploi, c'est à dire pour la mise en œuvre du programme d'équité en matière d'emploi et pour l'application de la politique en la matière. Ils permettent de dresser un tableau complet de la répartition des effectifs de la Banque entre les divers groupes désignés, à savoir les femmes, les autochtones, les personnes handicapées et les minorités visibles. Ils peuvent aussi être reliés aux renseignements personnels contenus dans d'autres fichiers au moyen du numéro d'employé et ce, en vue de produire des données statistiques qui servent à la préparation du rapport annuel adressé au ministre de Développement des ressources humaines Canada. Ces données permettent aussi de comparer la situation des membres de groupes désignés, à la Banque, avec celle des autres employés et d'établir des comparaisons à ce chapitre avec l'ensemble du marché du travail. Il est également possible d'obtenir des données d'auto-identification dans le fichier Dossier des demandes d'emploi (BDC PPU 035). **Usages compatibles :** Ces données sont utilisées pour le

maintien du programme d'équité en matière d'emploi de la Banque dans le but de favoriser la création d'un effectif plus représentatif. Elles peuvent servir à établir des données statistiques ou administratives à l'appui des mesures à prendre pour assurer une représentation équitable des groupes désignés à la Banque. **Normes de conservation et de destruction :** Les questionnaires sur l'équité en matière d'emploi sont conservés pendant deux ans après le départ de l'employé, puis détruits. Lorsque des questionnaires plus récents sont reçus, les anciens questionnaires sont détruits immédiatement. **Enregistrement (SCT) :** 001942 **Numéro de fichier :** BDC PPE 817

Reinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, et le courrier concernant les réinstallations des employés. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les réinstallations des employés. **Usages compatibles :** Voir à faire approuver les questions de réinstallation ainsi que les avances et les demandes de remboursement. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de sept ans après la date de la dernière transaction, et sont ensuite détruits. **Enregistrement (SCT) :** 000074 **Numéro de fichier :** BDC PPE 840

Rémunération et avantages
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions qui présentent des renseignements relatifs au traitement et aux avantages pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier relatif aux gains et à la pension de retraite sont joints au dossier personnel de chaque employé. Certains des renseignements ci-dessus ont été introduits dans un système automatisé pour lui permettre de calculer les traitements, les pensions et les retenues ou de corriger le dossier de l'employé tenu conjointement par le Service de la paye et le Service du personnel. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages. L'utilisation du numéro d'assurance sociale est exigée en vertu de la Loi de l'impôt sur le revenu, Loi sur l'assurance-emploi. **Usages compatibles :** Ce fichier sert principalement à approuver le paiement des traitements et des indemnités ainsi que des retenues. Le numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et pour s'assurer que l'administration de la paye et des avantages est uniforme. Il faut absolument

l'autre programme de perfectionnement. **But :** Ce fichier sert à tenir à jour une banque de données sur les employés intéressés ou sélectionnés pour des affectations à la Banque et à appuyer l'administration des programmes. **Usages compatibles :** Les renseignements obtenus permettent de repérer les employés susceptibles d'occuper les postes à combler par affectation à la Banque. Ils sont aussi utilisés à des fins de statistique, d'administration et de planification de carrière. **Normes de conservation et de destruction :** Les renseignements sont conservés pendant une période de deux ans après la fin de l'affectation ou après leur dernière utilisation (aucune affectation). Certains renseignements sur les candidats sont informatisés et conservés à des fins de statistique pour une période de dix (10) ans. **Enregistrement (SCT) :** 003424 **Numéro de fichier :** BDC PPE 827

Griets

Description : Ce fichier contient les griefs présentés par les employés; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs portant sur la classification et toute la correspondance échangée au sujet des griefs. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** On consigne dans ce fichier les renseignements utilisés lors de la procédure de règlement des griefs. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, résoudre les griefs à tous les paliers de la procédure. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de cinq ans après la date de règlement du grief, puis détruits. **Enregistrement (SCT) :** 002218 **Numéro de fichier :** BDC PPE 835

Harcelement

Description : Ce fichier a pour fonction d'ermagasiner les lettres de plainte concernant des incidents relatifs au harcèlement; les dossiers des entrevues réalisées avec les plaignants et avec la personne qui a supposément fait le harcèlement; les dossiers des entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; les analyses des situations et les dossiers relatifs aux décisions prises au sujet d'incidents donnés. Ces renseignements doivent faire l'objet d'un dossier distinct et ne pas être placés dans le dossier personnel du plaignant. Lorsqu'à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements seront aussi placés dans le fichier relatif aux mesures disciplinaires. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier renferme les renseignements nécessaires qui permettent de traiter des plaintes relatives au harcèlement sur le lieu de travail.

Usages compatibles : Ce fichier sert à déterminer s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées qu'il faut prendre, y compris des mesures disciplinaires, afin de mettre fin à cette situation. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de cinq ans après la dernière mesure administrative prise relativement à un cas donné, puis détruits. **Enregistrement (SCT) :** 002237 **Numéro de fichier :** BDC PPE 837

Langues officielles

Description : Ce fichier renferme des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé et le numéro d'identification de l'employé; les niveaux de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but de fournir de la documentation relative à l'administration des politiques en matière de langues officielles relatives aux employés. **Usages compatibles :** Ce fichier sert principalement à justifier les besoins en formation linguistique et les réalisations des employés. Il permet aussi de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans après le départ de l'employé, puis détruits. **Enregistrement (SCT) :** 002214 **Numéro de fichier :** BDC PPE 826

Mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les témoignages; les opinions juridiques; les enquêtes relatives à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier sert à conserver les renseignements utilisés lorsque des mesures disciplinaires sont prises. **Usages compatibles :** Ce fichier sert aussi à déterminer s'il y a lieu de prendre des mesures disciplinaires et à déterminer la nature de celles-ci; il sert à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations, aux rétrogradations et à la fin d'emploi. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de cinq ans suivant la date à laquelle la mesure disciplinaire a été prise, puis détruits. **Enregistrement (SCT) :** 002219 **Numéro de fichier :** BDC PPE 836

Le fichier contient le dossier de toutes les périodes d'emploi d'une personne et est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au développement, à l'hygiène et à la sécurité professionnelle, aux langues officielles, à la discipline, au niveau de sécurité, lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. Et ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur.

Usages compatibles : Ce fichier sert principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelle, aux langues officielles, à la discipline, aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles.

Normes de conservation et de destruction : Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites.

Enregistrement (SCT) : 002210 **Numéro de fichier :** BDC PPE 810

Dotation

Description : Ce fichier contient les demandes de dotation, les descriptions de poste, les échelles de salaire, les profils de sélection, les affiches de concours, les demandes de mutation, les listes de mises à pied, les demandes d'ordinateur relatifs au répertoire des ressources humaines, les demandes d'emploi des candidats, les listes de candidats, les évaluations des comités de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel, les résultats de tests, les listes d'admissibilité, les offres d'emploi, les avis destinés aux candidats; la correspondance relative à la dotation faite par divers moyens, y compris par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers de fichier une grande variété de

de fichier : BDC PPE 810

détruites. Enregistrement (SCT) : 002210 Numéro

Formation et perfectionnement — Programmes de perfectionnement par affectation

Description : Ce fichier contient les profils des employés, les renseignements fournis durant les entrevues, les précisions sur l'affectation, les formules de demande d'affectation, les ententes concernant l'affectation et la correspondance reliée à divers programmes de perfectionnement par affectation.

Catégorie de personnes : Les employés de la Banque du Canada qui ont été choisis pour des affectations éventuelles dans leur département ou dans d'autres départements de la Banque ainsi que ceux qui ont participé aux interventions de perfectionnement.

Formation et perfectionnement — Programmes de

(SCT) : 002213 Numéro de fichier : BDC PPE 825

ans, après quoi ils sont détruits. **Enregistrement**

personnels des employés. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but de fournir la documentation pour l'administration des programmes de formation et de perfectionnement. **Usages compatibles :** Ce fichier sert à approuver la participation des employés à des cours de formation et de perfectionnement et il sert également à les inscrire et à confirmer leurs réalisations. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de cinq

personnels des employés. **Catégorie de personnes :**

certificats; relevés de paiement des frais;
correspondance relative à la participation des employés
à des cours de formation et de perfectionnement
parrainés par la Banque du Canada ou par des
organisations privées. Il convient de signaler que les
dossiers relatifs à la participation et aux réalisations sont
 joints aux dossiers personnels des employés. Les
renseignements se rapportant aux besoins de
perfectionnement sont consignés sur la formule
d'évaluation du rendement annexée aux dossiers

sexes de l'emploi; langue choisie pour la formation; formules de demande et évaluations; numéros d'identification de l'emploi; résultats des examens et

renseignements personnels et documents suivants

Description : Ce fichier comprend

Formation et perfectionnement

détruits, **Enregistrement (SCT)** : 002013 **Numéro de**
fichier : BDC PPE 815

destruction : Les dossiers de dotation sont conservés pendant une période de deux ans après l'année durant laquelle ils ont été créés, ou deux ans après leur dernière utilisation à des fins administratives, puis

données servent à sélectionner des candidats et à pourvoir des postes. *Normes de conservation et de*

dotation de postes. *Usages compatibles* : Ces

d'un employé. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la

niveaux d'étude et le numéro d'identification de l'employé. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel

cotes de sécurité, le statut professionnel et les numéros d'identification des employés nécessaires à l'émission de cartes d'accès, ces renseignements étant utilisés aux fins d'identification des personnes autorisées à se trouver dans les immeubles de la Banque.

Catégorie de personnes : Les employés de la Banque du Canada, les entrepreneurs et les locataires. **But :** Ce fichier sert à tenir à jour une banque de données concernant l'émission des cartes d'accès. **Usages compatibles :** Ce fichier sert à l'émission et au contrôle des cartes d'accès. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant une période de deux ans après le départ de l'employé ou deux ans après leur dernière utilisation à des fins administratives, puis détruits.

Enregistrement (SCT) : 003289 **Numéro de fichier :** BDC PPE 818

Dossier de santé des employés

Description : Ce fichier renferme les dossiers des examens de santé ainsi que tous les renseignements médicaux personnels, dont les documents concernant l'aide fournie aux employés éprouvant des problèmes particuliers et des exemplaires des rapports destinés à la Commission de la sécurité et de l'assurance des travailleurs concernant l'indemnisation des accidents de travail. Avant 2002, de fichier pouvait également renfermer des dossiers relatifs aux régimes de remplacement du revenu et d'invalidité de longue durée, p.ex., formulaires de demande de règlement dûment remplis, documents relatifs aux échanges entre les employés et le Service de santé, dossiers concernant le programme de retour progressif au travail, etc. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but de consigner les résultats des évaluations médicales des employés et de fournir la documentation nécessaire à l'administration des programmes de santé au travail et de certains régimes d'avantages sociaux. **Usages compatibles :** Les renseignements servent à appuyer les décisions concernant l'admissibilité aux avantages et les droits au titre des frais médicaux, de l'emploi et de la pension. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 20 années qui suivent la dernière utilisation à des fins administratives; certains dossiers relatifs à des substances désignées ou à des examens spécifiques, p. ex. des audiogrammes, sont conservés 20 ans de plus. **Enregistrement (SCT) :** 002215 **Numéro de fichier :** BDC PPE 830

Demandes de règlement - Régimes de remplacement du revenu et d'invalidité de longue durée

Description : Ce fichier renferme les dossiers des cas particuliers relatifs aux régimes de remplacement du revenu et d'invalidité de longue durée, dont les vis de congé non rémunérés, les formulaires d'adhésion aux

régimes, dûment remplis, les certificats médicaux, les renseignements sur les paiements, la correspondance entre les employés et la Great-West, compagnie d'assurance vie concernant leur demande de prestations, les dossiers concernant le programme de retour progressif au travail, etc. **But :** Ce fichier a pour but de consigner les renseignements concernant l'administration des régimes de remplacement du revenu et d'invalidité de longue durée de la Banque du Canada. **Usages compatibles :** Administrer les demandes particulières et veiller à ce que les employés admissibles aux régimes de remplacement du revenu et d'invalidité de longue durée reçoivent les prestations auxquelles ils ont droit. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent la fin de la période d'indemnisation ou la date de la dernière utilisation à des fins administratives, puis détruits. **Enregistrement (SCT) :** 005279 **Numéro de fichier :** BDC PPE 832

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, y compris l'âge et le sexe; le numéro d'identification de l'employé; l'adresse du domicile; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs détenus; le curriculum vitae et les références; l'emplacement géographique et la situation dans l'organisation; les nominations, les mutations, les promotions et les démissions; les périodes d'emploi, y compris les périodes de stage, la durée de l'emploi; les évaluations du rendement; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, y compris les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, la fin comprise les périodes et les domaines de service; la fin de l'emploi, y compris les certificats et les raisons qui ont mené au départ de l'employé. Le dossier individuel d'un employé peut comprendre des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve parfois la principale série de renseignements concernant ces sujets dans les autres fichiers particuliers décrits dans ce chapitre. Il est possible que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Parmi ces renseignements, certains sont introduits dans un système informatisé afin de permettre la préparation de rapports sur des sujets tels que la formation, la dotation effectuée au moyen du répertoire des ressources humaines, les présences et les congés ainsi que d'autres rapports connexes au besoin. **Catégorie de personnes :** Employés de la Banque du Canada. **But :**

Banque du Canada

Chapitre 38

Fichiers particuliers

Accidents de travail

Description : Ce fichier comprend les rapports relatifs aux accidents et aux lésions ou maladies qui découlent des conditions de travail, les demandes d'indemnisation et la correspondance connexe, notamment les dossiers sur les premiers soins administrés. En outre, des sommaires des rapports d'accident sont produits sur micro-ordinateur. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but de consigner les dossiers relatifs aux lésions et aux maladies qui découlent des conditions de travail ou qui sont aggravées par celles-ci et aux incapacités qui surviennent subséquemment; et fournir la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein de la Banque du Canada. **Usages compatibles :** Ce fichier sert à tenir des dossiers à des fins de prévention des accidents et de protection de la santé. Des données y sont consignées concernant la sécurité et la santé au travail ainsi que les causes d'accidents ou de blessures. Ce fichier sert à assurer une indemnisation adéquate aux employés victimes d'accidents ou blessés au travail. **Normes de conservation et de destruction :** Les dossiers se rapportant aux premiers soins sont conservés pendant deux ans, puis détruits. Les dossiers relatifs aux accidents et aux lésions ou

Fichiers ordinaires	
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	
Accidents d'automobile, de bateau, d'embarcation et d'avion	
Autorisations sécuritaires	
Cartes d'identification et laissez-passer	
Dossier personnel d'un employé	
Dotation	
Évaluation du rendement	
Formation et perfectionnement	
Harèlement	
Langues officielles	
Présences et congés	
Sécurité et santé au travail	
Voyages et réinstallations	

maladies qui découlent des conditions de travail sont conservés pendant 10 ans suivant la date de survenance, puis détruits. **Enregistrement (SCT) :** 002217 **Numéro de fichier :** BDC PPE 831

Base de données de gestion des installations

Description : Ce fichier renferme les renseignements utilisés pour soutenir la gestion de la répartition des locaux et des ressources connexes, soit les noms, les numéros d'identification, le statut professionnel et les niveaux de poste des employés ainsi que les numéros de leur carte d'accès. **Catégorie de personnes :** Les employés de la Banque du Canada et les entrepreneurs. **But :** Aider la Banque à gérer la répartition des locaux. **Usages compatibles :** Ce fichier sert à l'affectation des locaux et à l'attribution de matériel connexe tel l'ameublement, les téléphones, etc. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant une période maximale de 6 mois après le départ de l'employé, puis détruits. **Enregistrement (SCT) :** 004236 **Numéro de fichier :** BDC PPE 819

Cartes d'accès

Description : Ce fichier renferme les renseignements consignés sur les formules d'autorisation d'émission de carte d'accès, les noms, les vidéophotographies, les

mutations, aux rétrogradations et aux cessations d'emploi. **Normes de conservation et de destruction** : Certaines parties sont conservées pendant six ans avant d'être détruites. D'autres parties peuvent être transférées au «Dossier personnel d'un employé», auquel cas les périodes de conservation applicables à ce fichier sont respectées.

Enregistrement (SCT) : 003923 **Numéro de fichier** : BDBC PPE 820

Programme d'aide aux employés
Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de la BDC et à leurs personnes à charge. Les employés et leurs personnes à charge ayant besoin de conseils doivent communiquer directement avec le consultant. Les services du consultant ont été retenus par la BDC afin qu'il offre le Programme d'aide aux employés au groupe mentionné précédemment. Les documents concernant la consultation sont conservés par le consultant et ne sont pas remis à la BDC afin de maintenir le caractère confidentiel du programme. **Catégorie de personnes** : Les employés de la BDC et leurs personnes à charge. **But** : L'information est utilisée par le consultant pour assurer la suite des services rendus aux employés de la BDC et leurs personnes ayant demandé des renseignements. **Normes de conservation et de destruction** : Le consultant conserve les renseignements jusqu'à la fin du contrat.

Enregistrement (SCT) : 003748 **Numéro de fichier** : BDBC PPE 805

Programme de récompenses
Description : Ce fichier contient des renseignements sur les employés qui ont mérité ou pourraient mériter une récompense dans le cadre des anciens programmes de suggestions de la Banque. Les données comprennent notamment le nom et le titre de l'employé ainsi que le numéro de la suggestion, ce sur quoi elle porte, si elle a été mise en œuvre ou si elle a valu une récompense à son auteur. **Catégorie de personnes** : Employés de la BDC qui ont présenté une suggestion en vertu du programme. **But** : Ce fichier a visé à identifier les employés qui ont formulé des suggestions et à consigner l'évaluation qui en a été faite. **Usages compatibles** : Le système informatique a servi à contrôler le processus entourant les suggestions ainsi que la remise des récompenses, le cas échéant. **Normes de conservation et de destruction** : Les dossiers restent actifs pendant une période de deux ans. Si, au bout de deux ans, on n'a pas donné suite à la suggestion, le dossier devient inactif. Les registres sont alors conservés pendant une période additionnelle de trois ans avant d'être détruits. **Enregistrement (SCT)** : 003922 **Numéro de fichier** : BDBC PPE 815

Rémunération et avantages

Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. **Catégorie de personnes** : Employés de la BDC. **But** : Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein de la BDC. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles** : Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément aux lois applicables. **Normes de conservation et de destruction** : Les dossiers sont conservés par la BDC pour toute la durée de l'emploi, plus un an. Les dossiers sont ensuite fusionnés avec le dossier personnel de l'employé correspondant et transférés aux Archives nationales du Canada et suivent les normes de conservation et de destruction du fichier ordinaire dossier personnel d'un employé. Cette règle, toutefois, ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. **Enregistrement (SCT)** : 003751 **Numéro de fichier** : BDBC PPE 810

Sondage sur l'équité en matière d'emploi

Description : Ce fichier contient des renseignements basés sur l'auto-identification et reliés au sexe, à la race, à l'origine ethnique, et aux déficiences. Il contient également des données sur la formation académique, l'expérience de travail antérieure, les aspirations de carrière, ainsi que la formation et le développement des employés. **Catégorie de personnes** : Employés permanents à temps plein ; employés permanents à temps partiel ; employés temporaires. **But** : Les renseignements sont utilisés dans l'implantation d'un programme d'équité en matière d'emploi ainsi que dans la rédaction de rapports à Développement

Banque de développement du Canada

Chapitre 37

Fichiers particuliers

Mesures disciplinaires

Description : Ce fichier renferme les avis de mesures disciplinaires et la correspondance relative aux conduites des employés, les déclarations des témoins, les opinions juridiques, les enquêtes sur les conduites présumées ainsi que les rapports d'analyse issus de ces enquêtes. Il est important de signaler que

les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes :** Employés de la BDC. **But :** Ce fichier sert à consigner les renseignements servant à établir les mesures disciplinaires. **Usages compatibles :** Déterminer la nécessité d'un recours à des mesures disciplinaires ainsi que la nature desdites mesures et étayer les décisions relatives à la rémunération et aux avantages sociaux, aux présences et aux congés, aux

Recrues inscrites au programme d'entraînement de 30 jours - Seconde Guerre mondiale
Description : Ce fichier contient des renseignements personnels et militaires tels que le nom, le numéro matricule, l'unité, la durée et l'emplacement du service, la catégorie médicale, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et leur date de naissance. **Catégorie de personnes :** Les recrues qui ont reçu un entraînement spécial de 30 jours sous la Loi de mobilisation des ressources nationales de 1940. **But :** Ce fichier sert à vérifier l'admissibilité aux pensions et autres avantages sociaux et à fournir à l'individu une attestation de service. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. ADD :** 85/012 **Renvoi au dossier # :** AN CDP 170 **Enregistrement (SCT) :** 000563 **Numéro de fichier :** AN PPE 711

du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et le nom des navires sur lesquels elles ont servi. Catégorie de personnes : Le personnel de la Marine royale canadienne qui a servi durant la Seconde Guerre mondiale. **But :** Ce fichier sert à vérifier les dossiers sur la paie et à régler les réclamations à cet égard. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. ADD :** 85/012 **Renvoi au dossier # :** AN CDP 170 **Enregistrement (SCT) :** 000564 **Numéro de fichier :** AN PPE 712

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Evaluation du rendement
Formation et perfectionnement
Griefs
Harcelement
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. **Catégorie de personnes :** Certains membres des Forces régulières et des Forces de réserve de classe C. **But :** Ce fichier sert à étayer les décisions relatives au droit à la pension et à d'autres avantages. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. ADD :** 85/012 **Renvoi au dossier # :** AN CDP 170 **Enregistrement (SCT) :** 000570 **Numéro de fichier :** AN PPE 718

Evaluations du rendement - Seconde Guerre mondiale, Contingent spécial, Forces de réserve et Forces régulières

Description : Ce fichier contient des renseignements sur le rendement du personnel militaire et peut inclure des rapports d'appréciation du rendement, des dossiers personnels confidentiels, les dossiers de carrière des officiers, des rapports de cours, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. **Catégorie de personnes :** Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des Forces régulières et celui de la Force de réserve classe C. **But :** Ce fichier sert à étayer les décisions sur les affectations, les promotions ou démotions, la discipline, la rétention dans les Forces, la libération, et d'autres décisions administratives. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales. **No. ADD :** 99/014 **Renvoi au dossier # :** AN CDP 170 **Enregistrement (SCT) :** 000572 **Numéro de fichier :** AN PPE 720

Feuilles de solde de la Réserve de l'Armée canadienne
Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve le nom, le numéro matricule, l'admissibilité à la solde, l'unité avec lequel il a servi et la durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leur prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. **Catégorie de personnes :** Le personnel de la Réserve de l'Armée canadienne dont le service a débuté à partir de 1948. **But :** Ce fichier sert à vérifier l'état de solde en vue de régler les réclamations et à fournir à l'individu une attestation de service. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. ADD :** 85/012 **Renvoi au dossier # :** AN CDP 170 **Enregistrement (SCT) :** 000567 **Numéro de fichier :** AN PPE 715

Forces armées de Terre-Neuve - Seconde Guerre mondiale
Note : On peut obtenir les dossiers du personnel ainsi que tout autre renseignement au sujet des forces armées de Terre-Neuve en communiquant avec le ministère des Anciens combattants à Saint-Jean, Terre-Neuve. **Description :** Ce fichier contient des renseignements personnels et militaires qui pourraient inclure, outre le nom au complet et le numéro matricule, la durée du service, les unités avec lesquels ils ont servi, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet et leur numéro matricule. **Catégorie de personnes :** Le personnel qui a servi avec les Forces armées de Terre-Neuve entre 1939 et 1946. **But :** Ce fichier sert à vérifier la durée du service de ceux qui ont servi avec les Forces armées de Terre-Neuve et à résoudre les réclamations de pension. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. ADD :** 85/012 **Renvoi au dossier # :** AN CDP 170 **Enregistrement (SCT) :** 000565 **Numéro de fichier :** AN PPE 713

Marine royale canadienne (MRC) - dossiers sur la solde - Seconde Guerre mondiale
Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve, outre le nom et le numéro matricule, l'admissibilité à la solde, le nom des navires sur lesquels il a servi et durée

une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. ADD : 85/012 Renvoi au dossier # : AN CDP 170 Enregistrement (SCT) : 000571 Numéro de fichier : AN PPE 719**

Dossiers de services auxiliaires - Seconde Guerre mondiale

Description : Ce fichier contient des renseignements personnels limités et des détails sur les états de service tels que données d'emploi, durée et genre du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, le nom de l'unité et, pour les pompiers seulement, leur numéro matricule.

Catégorie de personnes : Le personnel qui a fait partie des troupes auxiliaires pendant la Seconde Guerre mondiale, notamment les pompiers, les membres de la Croix-Rouge, les opérateurs spéciaux, les correspondants de guerre et les détachements d'aide bénévole. **But :** Ce fichier sert à vérifier la durée du service et à déterminer l'admissibilité à une pension de retraite. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. ADD : 85/012 Renvoi au dossier # : AN CDP 170 Enregistrement (SCT) : 000562 Numéro de fichier : AN PPE 710**

Dossiers dentaires - Seconde Guerre mondiale, Contingent spécial, Forces de réserve et troupes régulières des Forces armées canadiennes

Description : Ce fichier contient des fiches dentaires, des commentaires, des avis, des informations sur des examens et des tests dentaires spéciaux, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro de matricule et la durée du service. **Catégorie de personnes :** Le personnel militaire ayant servi durant la Seconde Guerre mondiale, le personnel du Contingent spécial qui a participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des Forces de réserve, le personnel des troupes régulières et ceux de la Force de réserve classe C. **But :** Ce fichier sert à authentifier les données sur les états de service de façon à étayer les décisions relatives au droit à la pension et à d'autres avantages, à supporter les décisions d'ordre médical et à traiter les réclamations relatives à la pension. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention.

Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. **No. ADD : 99/014 Renvoi au dossier # : AN CDP 170 Enregistrement (SCT) : 000569 Numéro de fichier : AN PPE 717**

Dossiers personnels sur microfilmiques - Forces régulières et Forces de réserve (Classe C)

Description : Ce fichier contient, sous forme de microfiche, des copies de correspondance et des documents relatifs à la carrière militaire de l'individu. Les

la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales du Canada à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention.

Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. **No. ADD : 99/014 Renvoi au dossier # : AN CDP 170 Enregistrement (SCT) : 001943 Numéro de fichier : AN PPE 721**

Dossiers médicaux - Seconde Guerre mondiale, Contingent spécial, Forces de réserve et troupes régulières des Forces armées canadiennes

Description : Ce fichier contient des fiches médicales, des rapports d'examen spéciaux, des rapports médicaux journaliers, des observations et diagnostics, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service.

Catégorie de personnes : Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des Forces régulières et celui de la Force de réserve classe C. **But :** Ce fichier sert à authentifier les données sur les états de service de façon à étayer les décisions relatives au droit à la pension et à d'autres avantages, à supporter les décisions d'ordre médical et à traiter les réclamations relatives à la pension. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention.

Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. **No. ADD : 99/014 Renvoi au dossier # : AN CDP 170 Enregistrement (SCT) : 000569 Numéro de fichier : AN PPE 717**

Dossiers personnels sur microfilmiques - Forces régulières et Forces de réserve (Classe C)

Armée canadienne en temps de guerre, Contingent spécial et troupes régulières des Forces armées canadiennes - ordres quotidiens partie II

Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. **Catégorie de personnes :** Personnel de l'Armée canadienne en

temps de guerre, Contingent spécial et troupes régulières, de 1939 à 1966. **But** : Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments. **Usages compatibles** : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction** : Ces dossiers sont gardés pour 90

ans à partir de la date de la dernière correspondance. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. ADD :** 85/012 **Renvoi au dossier # :** AN GDP 170 **Enregistrement (SCT) :** 000561 **Numéro de fichier :** AN PPE 709

Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. *Catégorie de*

personnes : Le personnel de l'Aviation royale du Canada (ARC) de 1924 à 1969. **But** : Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments. **Usages compatibles** : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction** : Ces dossiers sont gardés pour 90

ans à partir de la date de la dernière correspondance.
Après cette période, une partie de ces dossiers sera
conservée aux Archives nationales à des fins
archivistiques et le reste sera détruit. **No. ADD :**
85/012 **Renvoi au dossier # :** AN CDP 170
Enregistrement (SCT) : 000560 **Numéro de**
fichier : AN PPE 708

Description : Ce fichier contient les certificats

d'endormement, des renseignements sur les promotions et les affectations, les états de solde, l'emplacement et la durée du service, des renseignements généraux sur l'emploi, des certificats de cessation de service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. **Catégorie de personnes :** Le personnel militaire de la Seconde Guerre mondiale, le

personnel du Contingent special ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des Forces régulières et celui de la Force de réserve classe C.

Normes de conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont

archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. **No. ADD : 99/014 Renvoi au dossier # : AN CDP 170 Enregistrement (SCT) :**

000568 **Numéro de fichier** : AN PPE 716

Catégorie de personnes : Le personnel des Forces canadiennes qui a souscrit à un régime de pension de retraite. **But :** Ce fichier sert à supporter les décisions relatives au droit à la pension. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période,

Archives nationales du Canada

Chapitre 36

Présences et congés	Programme d'équité en matière d'emploi	Rémunération et avantages	Sécurité et santé au travail	Stationnement
Vérification de la fiabilité	Voyages et réinstallations			

Fichiers centraux

Anciens employés civils - dossiers d'employés

Description : Ce fichier contient des informations

personnelles semblables ou pareilles à celles décrites

dans les fichiers ordinaires énumérés dans le Répertoire

des renseignements personnels. Les anciens employés

qui désirent consulter ces dossiers doivent indiquer

leurs prénoms et nom de famille au complet (ainsi que

leur nom de fille s'il y a lieu), leur date de naissance et

leurs dates d'emploi. **Catégorie de personnes :**

Anciens employés civils du gouvernement fédéral. **But :**

Ce fichier sert à vérifier des décisions concernant les

employés, à déterminer s'ils ont encore droit à certains

avantages découlant de leur emploi et à documenter un

nouveau dossier personnel au cas où ils seraient ré-

engagés. **Usages compatibles :** Ce fichier est utilisé

par les employés du gouvernement fédéral pour des

finances administratives. **Normes de conservation et de**

destruction : Ces dossiers sont gardés jusqu'à ce que

le sujet ait atteint l'âge de 80 ans. Après cette période,

une partie de ces dossiers sera conservée aux Archives

nationales à des fins archivistiques et le reste sera

détruit. **No. ADD :** 98/018 **Renvoi au dossier # :** AN

Catégorie de personnes : Anciens employés civils du

gouvernement fédéral. **But :** Ce fichier sert à vérifier

des renseignements personnels. Les anciens employés

qui désirent consulter ces dossiers doivent indiquer

leurs prénoms et nom de famille au complet (ainsi que

leur nom de fille s'il y a lieu), leur date de naissance et

leurs dates d'emploi. **Catégorie de personnes :**

Anciens employés civils du gouvernement fédéral. **But :**

Ce fichier sert à vérifier des décisions concernant les

employés, à déterminer s'ils ont encore droit à certains

avantages découlant de leur emploi et à documenter un

nouveau dossier personnel au cas où ils seraient ré-

engagés. **Usages compatibles :** Ce fichier est utilisé

par les employés du gouvernement fédéral pour des

finances administratives. **Normes de conservation et**

de destruction : Les renseignements informatisés sont

gardés pendant un mois à compter de la date à laquelle

le dossier en cause a été détruit ou conservé aux

Archives nationales à des fins archivistiques, tandis que

ceux qui existent sur microfiches sont créés semi-

annuellement et conservés pendant cinq ans pour

contrôle de la qualité. **No. ADD :** 98/018 **Renvoi au**

dossier # : AN CDP 170 **Enregistrement (SCT) :**

000553 **Numéro de fichier :** AN PCE 701

Fichiers particuliers

Veillez noter lorsque vous commandez des dossiers du

personnel militaire : Les Archives nationales du Canada

ne traitent que les demandes pour le dossier complet

lorsque l'individu a quitté les Forces canadiennes depuis

plus de cinq ans. Pour obtenir la copie complète du

dossier militaire d'un individu ayant quitté les Forces

canadiennes depuis MOINS de cinq ans, on demande

de communiquer directement avec le ministère de la

Défense nationale.

Anciens employés civils - dossiers sur les pensions

de retraite ASC

Description : Ce fichier contient les dossiers créés par

le ministère des Approvisionnement et Services afin de

consigner toutes les transactions s'appliquant à la

pension en vertu de la Loi sur la pension de la Fonction

publique. Les anciens employés qui désirent consulter

ces dossiers doivent indiquer leurs prénoms et nom de

famille au complet (ainsi que leur nom de fille s'il y a lieu),

leur date de naissance et leurs dates d'emploi.

Catégorie de personnes : Anciens employés civils du

gouvernement fédéral. **But :** Ce fichier sert à déterminer

l'admissibilité à cotiser, à calculer le coût des cotisations

dues pour les années de service antérieur et à calculer

la pension payable. **Usages compatibles :** Ce fichier

est utilisé par les employés du gouvernement fédéral

pour des fins administratives. **Normes de**

conservation et de destruction : Ces dossiers sont

gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans.

Après cette période, une partie de ces dossiers sera

conservée aux Archives nationales à des fins

archivistiques et le reste sera détruit. **No. ADD :** 98/018

Renvoi au dossier # : AN CDP 170 **Enregistrement**

(SCT) : 000556 **Numéro de fichier :** AN PPE 704

Anciens Combattants Canada

Chapitre 35

Fichiers centraux

Dossiers médicaux à l'hôpital Sainte-Anne

Description : Ce fichier contient certains des

renseignements suivants ou la totalité : des rapports

médicaux, psychiatriques et d'experts conseils, des

résultats et des évaluations, des analyses et rapports

de laboratoire, des radiographies et des rapports de

traitement et de conseil. Les personnes demandant

l'accès à ces renseignements doivent fournir leur nom

au complet, leur date de naissance et l'endroit du

dossier demandé. **Catégorie de personnes :** Les

fonctionnaires fédéraux, les anciens fonctionnaires

fédéraux et les fonctionnaires fédéraux éventuels à

l'hôpital Sainte-Anne. **But :** Ce fichier a pour but de

maintenir les dossiers de santé au travail des

fonctionnaires fédéraux et des fonctionnaires fédéraux

de pré-embauche, d'évaluations périodiques médicales

et de santé mentale et de milieu de travail. Les

renseignements sont utilisés afin d'appuyer les

décisions ou droits en matière médicale, de santé

mentale, d'emploi et de pension. **Usages**

compatibles : Les renseignements administratifs

peuvent être utilisés à l'interne aux fins de gestion des

programmes et à des fins de recherche, de

planification, d'évaluation, de statistiques et de

vérification interne. Les renseignements médicaux ne

peuvent être utilisés que par le personnel qualifié du

bureau de santé et de Santé Canada. **Normes de**

conservation et de destruction : Les dossiers sont

conservés à la direction du personnel deux ans après

qu'un employé ait quitté l'hôpital. Par la suite les

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

cette publication) une définition des fichiers ordinaires et

une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation

et d'avion

Sécurité et santé au travail

Rémunération et avantages

Primes d'encouragement

Présences et congés

Mesures disciplinaires

Langues officielles

Harcelement

Griefs

Évaluation du rendement

l'après-mandat

Code régissant les conflits d'intérêts et

Cartes d'identification et laissez-passer

Autorisations sécuritaires

Normes de conservation et de destruction : Les

dossiers sont détruits six ans après l'exercice financier

durant lequel il y a eu règlement des frais de voyage ou

de réinstallation, sauf pour : les cartes de voyage, qui

sont retenues jusqu'à la date de leur expiration et les

passaports, qui sont retenus pour un minimum de cinq

ans. **No. ADD :** 99/00 **Renvoi au dossier # :** AAC

DGI 852 **Enregistrement (SCT) :** 002282 **Numéro**

de fichier : AAC PPE 815

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

cette publication) une définition des fichiers ordinaires et

une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation

et d'avion

Sécurité et santé au travail

Rémunération et avantages

Primes d'encouragement

Présences et congés

Mesures disciplinaires

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Harcelement

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Évaluation du rendement

l'après-mandat

Code régissant les conflits d'intérêts et

Cartes d'identification et laissez-passer

Autorisations sécuritaires

Normes de conservation et de destruction : Les

dossiers sont détruits six ans après l'exercice financier

durant lequel il y a eu règlement des frais de voyage ou

de réinstallation, sauf pour : les cartes de voyage, qui

sont retenues jusqu'à la date de leur expiration et les

passaports, qui sont retenus pour un minimum de cinq

ans. **No. ADD :** 99/00 **Renvoi au dossier # :** AAC

DGI 852 **Enregistrement (SCT) :** 002282 **Numéro**

de fichier : AAC PPE 815

Politique de reconnaissance

Mesures disciplinaires

Langues officielles

Harcelement

Griefs

Formation et perfectionnement

Évaluation du rendement

Dotation

Dossier personnel d'un employé

l'après-mandat

Code régissant les conflits d'intérêts et

Cartes d'identification et laissez-passer

Autorisations sécuritaires

Aide aux employés

et d'avion

Accidents d'automobile, de bateau, d'embarcation

une description de leur contenu.

Vous trouverez dans l'INTRODUCTION (au début de
cette publication) une définition des fichiers ordinaires et

Fichiers ordinaires

(SCT) : 003645 **Numéro de fichier :** ACC PCE 705

au dossier # : ACC MAC 025 **Enregistrement**

renvoi : Renvoi au dossier # : ACC MAC 025

Canada et sont ainsi conservés en accord avec les

dossiers sont acheminés aux archives nationales du

accès à cette écran, seulement la section des ressources humaines peut accéder cette écran en raison de statistiques). Ces écrans contiennent des renseignements sur les employés qui ont accepté un autre poste, qui ont démissionner de la fonction publique et qui ont été mis en disponibilité, s'ils ont été recyclé et à quel coût, les données sur les indemnités que l'employé a reçu telles que, combien a-t'il reçu pour sa rémunération de sa période de priorité d'excédentaire, l'indemnité de cessation d'emploi, l'indemnité de service et la prime au maintien.

Catégorie de personnes : Employés qui sont des priorités. **But :** De parer les employés prioritaires pour d'autres possibilités d'emploi. **Usages compatibles :** Il n'y a pas d'usages compatibles.

Normes de conservation et de destruction :

L'information est détruit après 2 ans après la dernière utilisation administrative. **No. ADD :** 98/00 **Renvoi au dossier # :** AAC DRH 920 **Enregistrement (SCT) :** 003320 **Numéro de fichier :** AAC PPE 800

Télécommunications

Description : Cette banque contient, en tout ou en partie, les données suivantes concernant l'équipement et les services de télécommunications installés ou disponibles dans les bureaux du Ministère, notamment les détails sur les appels interurbains faits à partir d'un appareil du Ministère, la liste des employées autorisés à utiliser les codes d'appel pour le réseau interurbain du gouvernement et le coût qui représentent l'équipement et l'utilisation des services. On peut y trouver l'enregistrement des détails des appels effectués à partir des téléphones du gouvernement, qu'il s'agisse d'appels locaux ou interurbains. Ceci peut comprendre le numéro du poste d'origine, le numéro composé, le lieu appelé, la date et l'heure du début et de la fin de l'appel, la durée de l'appel, la voie d'acheminement et le coût. Ces données sont également disponibles pour les appels interurbains effectués à l'aide d'un code d'appel du gouvernement. Les numéros composés peuvent se rapporter à n'importe quel téléphone accessible localement ou par le réseau interurbain du gouvernement, le service d'interurbain commercial et d'autres réseaux ministériels spécialisés. Étant donné que beaucoup de numéros de téléphone ou de postes du gouvernement sont identifiés à certains employés, le mode d'appel et les numéros composés peuvent révéler des renseignements sur un fonctionnaire donné du Ministère. **Catégorie de personnes :** Employés du Ministère. **But :** La compilation de cette banque vise à faciliter la question des télécommunications. Les données d'enregistrement des appels sont recueillies dans le but de constituer une base pour le calcul et l'imputation du coût réel des services aux organismes ministériels. Elles constituent également des renseignements permettant aux gestionnaires d'unité organisationnelle de contrôler l'utilisation des services et les coûts qui s'y rapportent. **Usages compatibles :** Ces données sont utilisées pour la gestion quotidienne

Vérifications de la fiabilité

Enregistrement (SCT) : 003319 **Numéro de dossier :** AAC DSI 852

fichier : AAC PPE 827

Description : Ce fichier réunit notamment des rapports de vérification du Centre d'information de la police canadienne (CIPC) et, le cas échéant, des fiches d'empreintes digitales, des rapports d'enquêtes et des casiers judiciaires. **Catégorie de personnes :** Employés actuels ou éventuels du Ministère qui n'ont pas de cote de sécurité mais dont il faut vérifier la fiabilité en raison de l'accès facile aux renseignements de nature délicate ou aux biens de grande valeur. **But :** Garantir que les employés actuels assujettis à cette vérification ainsi que les employés éventuels du Ministère satisfont aux normes de fiabilité et de confiance qui s'imposent pour l'exécution de leurs fonctions ou tâches. **Usages compatibles :** Déterminer la fiabilité des personnes. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de deux ans après le dernier emploi administratif (qui correspond habituellement à une mutation, une promotion ou la cessation d'emploi) et sont ensuite détruits. Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit. **Renvoi au dossier # :** AAC DGI 856 **Enregistrement (SCT) :** 002099 **Numéro de fichier :** AAC PPE 813

Voyages et réinstallations

Description : Ce fichier renferme des demandes autorisées pour les cartes individuelles de voyage, les voyages à l'étranger, les réinstallations, les avances, les demandes de remboursement, les arrangements de voyages et les itinéraires, les renseignements sur les passeports et les visas et la correspondance concernant les voyages et les réinstallations des employés. **Catégorie de personnes :** Employés de l'institution. **But :** Obtenir l'autorisation au niveau ministériel (comme l'exige la politique) qui se rapporte aux cartes de voyage, aux voyages et aux réinstallations, et de procurer les passeports et les visas aux employés qui voyagent outre-mer. **Usages compatibles :** Sert aussi à l'administration des fonctions concernant les voyages et les réinstallations en ce qui a trait à l'approbation ainsi que l'obtention des passeports, des visas et des cartes de voyage.

stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent, les renseignements médicaux employés pour émettre les permis de stationnement réservé aux handicapés et les infractions. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada. **Catégorie de personnes :** Employés de l'institution. **But :** Enregistrer des renseignements pour l'administration et le contrôle des privilèges accordés en matière de stationnement. **Usages compatibles :** Sert aussi à émettre les permis de stationnement et à contrôler l'utilisation du stationnement. Le système de l'Administration du stationnement du Ministère est relié au système d'information sur les Ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système de l'administration de stationnement régulièrement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration du permis, sauf les renseignements médicaux qui sont retenus au dossier de l'employé. **No. ADD :** 6/001 **Renvoi au dossier # :** AAC DGI 913 **Enregistrement (SCT) :** 002283 **Numéro de fichier :** AAC PPE 816

Système d'information financière – SATURNE
Description : Le système d'information financière et de gestion du matériel officiel pour le Ministère, l'Agence canadienne d'inspection des aliments, l'Agence canadienne du pari mutuel, la Commission canadienne du lait, et la Commission canadienne des grains. L'information est classifiée comme suit : Responsabilité (centre de coûts/fonds), Autorité (fonds), But (activité), Projet (commande interne) et Article de dépense (compte GL). L'information personnelle (p.ex. adresses, numéros de téléphone, âge, sexe, état matrimonial, pays d'origine, citoyenneté etc.) est incluse dans Saturne à l'exception du nom de l'employé. Pour les personnes qui reçoivent des paiements imposables du Ministère, leur numéro d'assurance sociale (NAS) est capturé et retenu dans Saturne. **Catégorie de personnes :** Employés qui ne font pas partie du Ministère. **But :** Le NAS est requis et inséré sur les feuillets et les dossiers fiscaux que le Ministère doit remettre à l'Agence des douanes et du revenu du Canada. **Usages compatibles :** Se référer à "L'objectif" de la banque. **Normes de conservation et de destruction :** L'information demeure dans Saturne et est reportée d'année en année. Quand l'activité prend fin, l'information est rayée du système. **No. ADD :** 99/004 **Renvoi au dossier # :** AAC DGI 852 **Enregistrement (SCT) :** 002945 **Numéro de fichier :** AAC PPE 805

Système de masse salariale
Description : Ce fichier contient des renseignements sur les employés de l'institution, dont le code d'identification de dossier personnel (CIDP), le prénom et le nom de famille, la catégorie et le niveau professionnel, le salaire annuel, la date d'entrée en service et le codage financier. **Catégorie de personnes :** Employés de l'institution. **But :** Le Système de masse salariale est un système auxiliaire de Saturne, le système de gestion des finances et du matériel de l'institution. Il est également le système officiel de tenue des dossiers du Ministère pour la gestion des salaires. Le système a deux fonctions principales : premièrement, il permet de faire des prévisions relatives aux dépenses salariales et est, donc, un outil de gestion des budgets de fonctionnement; deuxièmement, il transforme les données brutes du Système régional de paye du gouvernement en données qui peuvent être utilisées par le système financier du Ministère. Pour que le système exécute ces deux fonctions, le fichier est utilisé pour ajouter le codage financier dans les fichiers de paye reçus du Système de paye et pour fournir des données sur les employés et les postes qui sont nécessaires pour calculer les dépenses prévues. **Usages compatibles :** Le Système de masse salariale n'a que les deux fonctions décrites ci-dessus. Les fichiers de mouvement relatifs à la paye sont reçus après chaque jour de paye. Les données de ces fichiers de paye sont comparées par code d'identification de dossier personnel (CIDP) avec les données du SMS dans le seul but de déterminer le code financier à assigner au fichier de paye avant de le comptabiliser dans le SMS. **Normes de conservation et de destruction :** L'information est gardée pour 6 années fiscales ensuite détruite. **Renvoi au dossier # :** AAC DGI 700 **Enregistrement (SCT) :** 005113 **Numéro de fichier :** AAC PPE 831

Système de placement par priorité
Description : La description du contenu : la base de données consiste de trois écrans 1) Données de base qui enregistre l'information telle que le nom de famille, le prénom, le genre de priorité, raison de statut d'excédentaire, le ministère, la région, la direction générale, la direction, le numéro du poste, le groupe et niveau, la première langue officielle, le sexe, le nom et numéro de téléphone du conseiller en ressources humaines et si l'employé a été offert et a accepté le Programme d'Encouragement à la retraite anticipée (PERA) ou le Programme de prime de départ anticipé (PDA). 2) Données de parrainage consistent de la date du début et la date de la fin, leur mobilité, le lieu de travail, leur disponibilité pour travailler, leur volonté d'accepter un poste de niveau inférieur, les groupes et niveaux acceptables, le titre de leur poste actuel, leur profil des compétences, leur éducation et expérience et leur numéro de téléphone du bureau et de leur domicile. 3) Les résultats (les gestionnaires n'ont pas

ou non, s'ils ont un handicap ou s'ils font partie d'une minorité visible. Le nom et le code d'identification du dossier personnel (CIDP) peuvent être utiles pour identifier les employés mais ils sont demandés sur une base volontaire. **Catégorie de personnes :** Employés du ministère. **But :** Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe désigné (femmes, autochtones, les personnes handicapées physiques et mentales et

minorités visibles). Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification. Il faut inscrire le CIDP. **Usages compatibles :** Les renseignements recueillis seront utilisés dans le cadre des programmes d'équité d'emploi du gouvernement afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés (et distribués) d'une manière équitable dans la Fonction publique fédérale. Les renseignements peuvent également être utilisés pour la formation, le perfectionnement, la planification et l'établissement de la politique connexe à l'équité (en matière) d'emploi.

Normes de conservation et de destruction : Mise à jour effectuée sur une base trimestrielle. **No. ADD :** 98/00 **Renvoi au dossier # :** AAC DRH 860 **Enregistrement (SCT) :** 003648 **Numéro de fichier :** AAC PPE 818

Programme de gestion de carrière
Description : La base de données contient des renseignements personnels sur les employés, notamment leur nom, leur curriculum vitae et leur plan de carrière. Elle comprend également de l'information sur les politiques, les lignes directrices et les documents clés concernant le programme. **Catégorie de personnes :** Tous les employés de la Direction générale des programmes financiers pour l'agriculture, de la Direction générale des politiques stratégiques et des Secrétariats rural et aux coopératives, qui souhaitent se prévaloir des services offerts par le Programme de gestion de carrière. **But :** La base de données a été créée dans le but de simplifier et de documenter le travail accompli auprès des employés utilisant les services du Programme de gestion de carrière en vue de leur perfectionnement professionnel. Elle nous permet également de jumeler les employés intéressés à acquérir de l'expérience et certaines compétences bien précises, telles qu'ils les ont décrites dans leur plan de carrière, aux occasions de perfectionnement offertes par les directions générales susmentionnées et de faire la promotion de ces occasions. **Usages compatibles :** Offrir une aide

permanente en perfectionnement professionnel aux employés des directions générales susmentionnées, en appui aux objectifs d'apprentissage continu du Ministère. **Normes de conservation et de destruction :** Les dossiers des politiques et des programmes sont conservés pendant cinq ans à partir du moment où le programme est modifié ou terminé. Les renseignements sur les employés sont conservés pendant deux ans après le départ définitif de ceux-ci. **Renvoi au dossier # :** AAC DRH 860 **Enregistrement (SCT) :** 005112 **Numéro de fichier :** AAC PPE 830

Répertoire des compétences en recherche
Description : Le répertoire renferme des renseignements personnels sur les employés, tels que : nom, CIDP, classification, première langue officielle, compétences en recherche et données sur les retraites. **Catégorie de personnes :** Les employés de la Direction générale de la recherche appartenant à la Catégorie scientifique et professionnelle. **But :** Aux fins de planification des ressources humaines. Le répertoire sert à établir la population actuelle de la Direction générale appartenant à la Catégorie scientifique et professionnelle et à prévoir les besoins/la demande futurs. **Usages compatibles :** Planifier la demande future en matière de personnel scientifique et professionnel. **Normes de conservation et de destruction :** Le répertoire est mis à jour annuellement. Les documents sont conservés pendant cinq ans. **No. ADD :** 98/00 **Renvoi au dossier # :** AAC DRH 921 **Enregistrement (SCT) :** 002700 **Numéro de fichier :** AAC PPE 803

Saisie-arrêt
Description : Ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt et à la distraction. **Catégorie de personnes :** Employés du ministère de l'Agriculture et Agroalimentaire au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises. **But :** Permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la distraction des fonds. **Usages compatibles :** Sert également à approuver les retenues des salaires. **Normes de conservation et de destruction :** Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette soit payée, son dossier le suit ; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au ministère de l'Agriculture et Agroalimentaire pendant deux ans, puis détruit. **No. ADD :** 98/00 **Renvoi au dossier # :** AAC DRH 925 **Enregistrement (SCT) :** 002048 **Numéro de fichier :** AAC PPE 807

Stationnement
Description : Ce fichier contient les demandes de permis et la correspondance concernant le

quels dossiers seront conservés en permanence par les Archives nationales du Canada. **No. ADD :** 98/00
Renvoi au dossier # : AAC DRH 860
Enregistrement (SCT) : 000913 **Numéro de**

fichier : AAC PPE 808

Formation et perfectionnement

Description : Ce fichier dans le Système de Gestion sur les Ressources Humaine, comprend les données suivantes : les demandes pour suivre les cours et évaluations, code d'identification de dossier personnel, certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. Ceci contient également les formulaires de demandes pour les programmes de formation personnel et de perfectionnement. **Catégorie de personnes :**

Employés de l'institution. But : Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. Le Code

d'identification de dossier personnel (CIDP) est utilisé à des fins d'identification et pour l'administration financière de formation. Il faut inscrire le CIDP ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :**

Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **No. ADD :** 98/00 **Renvoi au dossier # :**

Enregistrement (SCT) : 000917
Numéro de fichier : AAC PPE 810

Groupe de la Direction – Documents du Personnel

Description : Ce fichier contient de l'information personnelle, telle que CIDP, nom, direction générale, groupe et niveau, statut, début du statut, fin du statut, région, lieu, sexe, langue, nomination au niveau, nomination au poste, date de retraite possible, nom du superviseur, cours d'orientation, évaluation de rendement à partir de la date de nomination au groupe de la direction jusqu'à présent. **Catégorie de personnes :** Membres du groupe de la direction à l'Agriculture et Agroalimentaire Canada. **But :** Pour aider dans la dotation des membres du groupe de la direction. **Usages compatibles :** Pour mettre à jour et maintenir l'information pertinente à la dotation des

membres du groupe de la direction. **Normes de conservation et de destruction :** Les documents sont conservés pendant 2 ans. **No. ADD :** 98/00
Renvoi au dossier # : AAC DRH 860
Enregistrement (SCT) : 002698 **Numéro de**

fichier : AAC PPE 819

Personnes handicapées : Information de soutien sur les employés pour le comité consultatif ministériel
Description : Ce fichier comprend le nom, le titre, le groupe et le niveau, la direction générale, et l'adresse (plusieurs personnes soumettront l'adresse au domicile ainsi que le bureau) de l'employé, aussi s'il désire poser sa candidature au comité ; s'il aimerait contribuer aux divers sujets et questions qui concernent le comité, participer aux sous-comités ou aux groupes de travail ; ou être informé des activités du comité ; et tous les commentaires personnels que les répondant incluront sur le formulaire. **Catégorie de personnes :**

L'information vise les employés d'Agriculture et Agroalimentaire Canada de tous les groupes et niveaux et de toutes les régions. **But :** Les buts de l'information sont de mettre sur pied un comité consultatif ministériel et d'établir une liste de distribution des personnes qui s'intéressent aux questions et enjeux qui touchent des personnes handicapées. **Usages compatibles :** L'information est destinée pour l'usage du comité, du Sous-ministre de la Direction générale des services intégrés et ses conseillers. **Normes de conservation et de destruction :** À déterminer. **Enregistrement (SCT) :** 003928 **Numéro de fichier :** AAC PPE 828

Profil de gestion

Description : Collecte de données sur les facteurs connaissances et l'identification des différences globales entre les habilités de gestion d'un individu et le profil. **Catégorie de personnes :** Tous les employés d'Agriculture et Agroalimentaire Canada dans des postes de niveau EX moins 2 jusqu'au niveau supérieur du groupe de la direction. **But :** Le but de l'identification de cette différence discuté ci-dessus, est de fournir aux gestionnaires, à tous les niveaux des possibilités de grandir, professionnellement et personnellement en mettant l'emphasis sur les habilités spécifiques de formation et de perfectionnement. **Usages compatibles :** Même que pour 'But'.

Normes de conservation et de destruction : Conservation minimum de 5 ans. **No. ADD :** 98/00
Renvoi au dossier # : AAC DRH 860
Enregistrement (SCT) : 002946 **Numéro de**

fichier : AAC PPE 820

Programme d'équité en matière d'emploi

Description : La banque fait partie du Système de Gestion sur les ressources humaine. Ces renseignements ont été recueillis grâce à des questionnaires volontaires. On demande aux répondants d'indiquer leur sexe ; s'ils sont autochtones

Identification interne de l'infrastructure à clé publique (ICP)

Description : Selon la Politique sur les certificats internes

de l'Autorité de certification (AC) de l'ADRC, l'identité des personnes employées par l'ADRC doit être vérifiée avant l'émission des certificats de l'ICP permettant les transactions en ligne sécuritaires. Les renseignements peuvent être recueillis sur support papier ou électronique et peuvent comprendre des renseignements protégés, tels que le nom, le CNDP ou la date de naissance de l'employé. Les renseignements recueillis pour les besoins de l'identification et de l'authentification comprennent le nom de l'employé et l'adresse de courrier SMTP qui sont publiés dans le répertoire X.500. **Catégorie de personnes :** Les employés, les entrepreneurs, les rôles organisationnels et les applications de l'ADRC. **But :** Les certificats de l'ICP serviront à permettre à tous les employés de l'ADRC de faire du télétravail et d'avoir un système de courrier électronique protégé. **Usages compatibles :** Les renseignements recueillis avant la délivrance des certificats de l'ICP serviront à des fins d'identification et d'authentification seulement. **Normes de conservation et de destruction :** Tous les renseignements contenant des renseignements de nature délicate en texte clair sont stockés en vertu de la Politique gouvernementale en matière de sécurité (PGS). La correspondance (entente d'abonnements et autres renseignements d'identification et d'authentification) et les rapports de l'ADRC sont conservés pendant au moins six ans. Tous les renseignements sont classés Protégé B et détruits conformément aux lignes directrices de la GRC.

Enregistrement (SCT) : 004487 **Numéro de fichier :** ADRC PPE 818

Renvoi au dossier # : ADRC PSE 918
Enregistrement (SCT) : 005107 **Numéro de fichier :** ADRC PPE 820

Système de rapports de congé et de temps supplémentaire – Agence des douanes et revenu du Canada

Description : Ce fichier a pour but de conserver des données détaillées sur les congés, le temps supplémentaire et le travail d'équipe de tous les employés permanents de l'Agence, tout comme sur ceux des employés engagés pour une période déterminée de plus de trois mois. **Catégorie de personnes :** Employés de l'Agence. **But :** Les données conservées dans ce fichier concernent la fréquence des congés, le temps supplémentaire, le travail en équipe et le temps d'attente pour chaque employé, par année financière. Tous les particuliers qui se trouvent dans ce fichier sont tous des employés de l'ADRC, à l'exception de ceux qui sont engagés pour une période déterminée de moins de trois mois. Le fichier est utilisé pour fournir des renseignements aux gestionnaires organisationnels concernant les employés à l'égard du temps supplémentaire accompli et des congés qui restent. Il sert aussi à accumuler les données pour transmission sur bande par l'intermédiaire des Travaux publics et Services gouvernementaux Canada afin de satisfaire aux exigences du Conseil du Trésor concernant les rapports du SPEC. Des rapports personnels contenant des renseignements détaillés sur les congés et le temps supplémentaire sont mis à la disposition des employés à date fixe ; le rapport peut aussi être obtenu sur demande. Cependant, il n'est accessible que sur présentation d'une preuve d'identité ou d'une autorisation appropriée.

Normes de conservation et de destruction : L'année courant plus deux ans. **Enregistrement (SCT) :** 003543 **Numéro de fichier :** ADRC PPE 804

Agence Parcs Canada

Chapitre 32

Note : Les renseignements sur les employés de l'Agence Parcs Canada sont détenus par le ministère du Patrimoine canadien.

Agence spatiale canadienne

Chapitre 33

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Programme d'équité en matière d'emploi

Description : Cette banque renferme des renseignements provenant du questionnaire d'auto-identification appelé le Profil de l'effectif qui donne à l'Agence des douanes et du revenu du Canada (ADRC) un compte exact et précis des employés qui constituent son effectif. Ces renseignements sont recueillis sur une base volontaire, et les répondants sont priés d'indiquer s'ils sont une personne handicapée, un Autochtone, un membre d'un groupe des minorités visibles, et s'ils sont de sexe masculin ou féminin. À des fins d'identification, on inclut dans le questionnaire le code d'identification du dossier personnel de l'employé ainsi que son prénom et son nom de famille. Ces renseignements sont confidentiels et protégés par la Loi sur la protection des renseignements personnels, et ils font l'objet d'un stockage sécurisé au sein de la Section de l'équité en matière d'emploi, ainsi que dans un serveur sécurisé des systèmes administratifs d'entreprise (SAE). Ces renseignements n'apparaissent pas dans le dossier personnel de l'employé et ne seront pas divulgués sans l'autorisation de ce dernier. Conformément à la Loi sur l'équité en matière d'emploi (ÉMB), seuls les employés qui mettent en oeuvre l'équité en matière d'emploi ainsi que ceux qui sont responsables de la mise à jour et du soutien des SAE pour l'équité en matière d'emploi ont accès à ces renseignements. **Catégorie de personnes :** Employés de l'ADRC. **But :** L'ADRC est tenue de recueillir des renseignements et de procéder à une analyse de son effectif afin de déterminer le degré de sous représentation des membres des groupes désignés (c.-à-d. les femmes, les peuples autochtones, les personnes handicapées et les membres des groupes des minorités visibles) par rapport à leur disponibilité sur le marché du travail. Cela permet à l'ADRC d'évaluer les progrès accomplis en ce qui touche l'équité en matière d'emploi. Les renseignements globaux apparaîtront également dans le rapport présenté par l'ADRC au Parlement sur l'équité en matière d'emploi. Pour obtenir un tableau complet de l'effectif de l'ADRC et pour déterminer les progrès qui ont été accomplis en ce qui touche l'équité en matière d'emploi, il est nécessaire de relier les renseignements avec les groupes professionnels, les échelles salariales, les personnes embauchées, les promotions et les départs, qui sont recueillis à partir des systèmes d'information existants. **Usages compatibles :** Les données sont recueillies principalement à des fins statistiques. Les renseignements servent au Programme d'équité en matière d'emploi de l'ADRC dans son travail visant à réaliser l'égalité en milieu de travail de façon qu'aucune personne ne se voie refuser des possibilités d'emploi ou des avantages pour des motifs étrangers à sa compétence et, à cette fin, de corriger les désavantages subis, dans le domaine de l'emploi par les quatre groupes désignés. Normes de conservation et d'élimination Ces documents sont retenus pour un minimum de deux ans après que l'employé a quitté l'organisation et envoyé aux archives par la suite.

compris, le nom, l'adresse, code d'identification, l'expérience et les capacités, les évaluations du rendement, les résultats des évaluations des compétences, les dossiers de formation et apprentissage, et les informations sur le développement de carrière. **But :** Pour maintenir à jour les informations sur chaque employé pour les fins de : aligner les compétences des employés avec les profils de compétences les postes afin de doter, planification des ressources humaines, pour supporter la planification de carrière du futur et pour l'évaluation et gestion du rendement des employés. **Catégorie des personnes :** Les employés de l'ADRC. **Usages compatibles :** Les tiers parties internes et externes ; les employés de la vérification et l'évaluation interne ; les représentants des ressources humaines pour l'analyse et planification des ressources humaines ; représentants de la division de renouvellement du personnel et gestion de carrière, Ottawa. **Normes de conservation et de destruction :** Au moment de la retraite ou du départ de l'employé et pour un minimum de deux ans après cette date et envoyé aux archives par la suite. **Renvoi au dossier # :** ADRC PSE 921 **Enregistrement (SCT) :** 005105 **Numéro de fichier :** ADRC PPE 830

Programme de reconnaissance

Description : La banque renferme des renseignements sur le Programme de reconnaissance de l'ADRC. Une nouvelle approche en matière de reconnaissance a été approuvée le 15 octobre 1998. Ce nouveau programme a été approuvé suite à une proposition visant la révision des deux programmes à L'Agence des douanes et du revenu du Canada (le Programme de prix et de reconnaissance à douanes et accise et le Programme d'innovation et excellence à l'impôt). Les renseignements suivant peuvent figurer dans la banque : nom de l'employé ; brève description de ses réalisations ; groupe, niveau et lieu de travail de l'employé ; et le prix reçu par l'employé. **Catégorie de personnes :** Employés de l'Agence qui ont été mis en nomination pour un prix local, régional ou d'une direction générale ; un prix pour long service, primes à l'initiative, le prix du Ministre, le Prix d'excellence de l'ADRC, ou un prix externe. **But :** Aider à l'administration du Programme de reconnaissance. **Usages compatibles :** Quelques bureaux fiscaux se servent de la banque pour des fins de gestion d'information. Certains dossiers de la banque sont gardés de façon nationale. **Normes de conservation et de destruction :** Une fois clos, les dossiers locaux doivent être conservés pendant cinq ans, après quoi ils doivent être détruits ; tout dossier qui constitue un précédent doit être transmis à la Section de gestion de l'information ; les dossiers financiers doivent être conservés pendant cinq ans, après quoi ils doivent être détruits. **Enregistrement (SCT) :** 003212 **Note :** Ce fichier se situait Innovation et Excellence antérieurement. **Numéro de fichier :** ADRC PPE 810

compatibles : Les données sont recueillies principalement à des fins statistiques. Les renseignements servent au Programme d'équité en matière d'emploi de l'ADRC dans son travail visant à réaliser l'égalité en milieu de travail de façon qu'aucune personne ne se voie refuser des possibilités d'emploi ou des avantages pour des motifs étrangers à sa compétence et, à cette fin, de corriger les désavantages subis, dans le domaine de l'emploi par les quatre groupes désignés. Normes de conservation et d'élimination Ces documents sont retenus pour un minimum de deux ans après que l'employé a quitté l'organisation et envoyé aux archives par la suite.

Normes de

conservation et de destruction : Les dossiers sont

conservés pendant deux ans après la remise de l'article.

No. ADD : 78/001 **Enregistrement (SCT)** : 001764

Numéro de fichier : ADRC PPE 806

Système de la gestion des activités et coûts

ministériels

Description : Les renseignements contenus dans ce

fichier sont reliés aux activités hebdomadaires accomplies

par chacun des employés ainsi que de l'information sur

les données de production de l'employé (en terme de

temps et de coût) par activité, organisation/budget

opérationnel projet/cas, ainsi que des rapports sur la non-

conformité et le temps/production non - déclaré.

Catégorie de personnes : Les personnes identifiées

dans ce fichier sont tous les employés de L'Agence des

douanes et du revenu du Canada, ainsi que des individus

embauchés d'un service contractuel d'emploi. **But** : Ce

fichier est de maintenir les données d'utilisation de la

production, en terme de temps et coûts, pour tous les

employés du ministère, qu'ils soient indéterminés, termes,

occasionnels ou embauchés d'un service contractuel

d'emploi. Ce fichier fournit aux gestionnaires et aux

systèmes de gestion de l'information, des renseignements

au sujet des coûts et du temps de production des

employés du ministère et des individus embauchés sous

contrat à l'aide d'une série de rapports. Un rapport

individuel contenant des renseignements sur les activités

d'un employé pour l'année courante à ce jour peut être

produit sur demande. L'accès ne sera pas permis sans

preuve adéquate d'identification et/ou d'autorité. **Normes**

de conservation et de destruction : Les

enregistrements contenus dans ce fichier doivent être

maintenus pour deux ans. **Enregistrement (SCT)** :

003544 **Numéro de fichier** : ADRC PPE 811

Exclusions des préposés à la gestion et à des

fonctions confidentielles

Description : Ce fichier contient des renseignements sur

les critères d'exclusion de poste, le numéro et le titre du

poste, l'endroit où se trouve l'organisation, l'unité de

négociation, la date d'entrée en vigueur du statut

d'exclusion du poste, le nom de l'employé, le numéro

d'identification personnel de l'employé, le niveau et le

groupe de l'employé. **Catégorie de personnes** :

Employés de l'ADRC qui occupent ou qui ont occupé un

poste exclu de gestion ou de confiance. **But** : Ce fichier a

pour but de maintenir une liste complète de tous les

postes exclus de gestion ou de confiance à l'Agence.

Normes de conservation et de destruction : Les

renseignements sont retenus jusqu'à ce que le poste

perde son statut d'exclusion. **No. ADD** : 86-001

Enregistrement (SCT) : 000003 **Numéro de fichier** :

ADRC PPE 812

Fichiers de médiation

Description : Ce fichier contient des renseignements sur des médiations tenues entre employé/es de l'ADRC. Tous

les médiateurs, internes ou externes, remplissent un

Rapport de médiation et le font suivre d'une façon privée

et confidentielle au Bureau de gestion des différends.

L'information est classée dans un dossier placé sous clé

et dans une enveloppe scellée qui peut contenir les

documents suivants : l'entente à la médiation, les notes

du médiateur et l'entente de règlement. **Catégorie de**

personnes : Les employé/es de l'ADRC qui ont participé

à une session de médiation. **But** : Le but de ce fichier est

d'assurer une qualité constante et la confidentialité dans

le classement des documents de médiation.

Usages compatibles : Les rapports de médiation ne

seront utilisés par le personnel du BGD qu'à des fins

statistiques et d'assurance de la qualité. Les dossiers de

médiation ne seront vus par le personnel du BGD que

dans les circonstances suivantes : besoin de contacter les

parties par rapport à des activités se rapportant aux cas

de médiation ou à des activités de suivi non-reliées aux

cas spécifiques, et dans le monitoring des ententes de

règlement. **Normes de conservation et de**

destruction : Les dossiers de médiation sont conservés

pendant deux ans après l'achèvement de la médiation et

détruits par la suite. **Renvoi au dossier #** : ADRC PSE

926 **Enregistrement (SCT)** : 005106 **Numéro de**

fichier : CGRA PPE 825

Méthode de résultats de l'Exercice «in-basket» pour

la supervision de l'ADRC

Description : Parmi les données contenues dans le

fichier, se trouvent les résultats de l'Exercice "in-basket"

pour la supervision, la date de l'examen, les

renseignements personnels du candidat dont : le nom de

famille, le prénom et l'initiale, et le code d'identification de

dossier personnel. On retrouve aussi comme information

donnée volontairement le genre, la date de naissance, le

nombre d'années de service, le niveau d'études, membre

d'un groupe d'équité en matière d'emploi ainsi que le

groupe occupationnel et le niveau. **Catégorie de**

personnes : Les documents du fichier ne portent que

sur les candidats qui ont passé l'Exercice "in-basket" pour

la supervision de l'ADRC dans un processus de dotation.

Pour avoir accès à ces données, il faut fournir une preuve

d'identité ou une autorisation en règle. **But** : Ce fichier a

été créé pour la section. Norme de renouvellement du

personnel et services d'évaluation de la Direction des

ressources humaines afin de contrôler la durée de la

période d'attente, l'application des résultats d'examen

d'un processus de sélection à un autre, l'analyse des

résultats d'examen et pour recueillir des données à des

fins de recherches. **Normes de conservation et de**

destruction : L'information est conservée indéfiniment

parce que les résultats d'examen peuvent être valide

indéfiniment. Les résultats d'examen peuvent être

divulgués à des fins d'appels. **Enregistrement (SCT)** :

003211 **Numéro de fichier** : ADRC PPE 807

Profil des employés

Description : Ce fichier contient les renseignements personnels concernant chaque employé de l'ADRC. Y

Agence des douanes et du revenu du Canada

Chapitre 31

Fichiers particuliers

Dossiers relatifs aux étudiants du Programme de formation des nouveaux inspecteurs des Douanes (P.F.N.I.D.)

Description : Le fichier comprend les renseignements personnels préparés par l'étudiant, une copie de tous les examens complétés par celui-ci de même que ses résultats. Le dossier peut contenir à l'occasion des notes manuscrites sur le rendement et le comportement de l'étudiant lors de son séjour au Collège. Le titre et les dates du cours doivent être mentionnées aux fins de consultation du dossier. **Catégorie de personnes :**

Employé(e)s de Douanes et Accise qui participent ou ont participé(s) au Programme de formation des nouveaux inspecteurs des Douanes. **But :** Ce fichier a pour but de tenir à jour l'évolution des étudiants sur ce Programme basé sur le principe de réussite ou échec et sert de référence pour évaluer le rendement des étudiants et faciliter la planification des carrières ainsi que les affectations futures. **Normes de conservation et de destruction :** Deux ans suivant la fin de la période de formation. **No. ADD :** 86/001 **Enregistrement (SCT) :** 000002 **Numéro de fichier :** ADRC PPE 801

Agence des douanes et du revenu du Canada -

Opérations et questions relatives au personnel

Description : Ce fichier renferme des données qui traitent des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption, d'abus de confiance et d'un usage non acceptable des réseaux électroniques de l'Agence, ou d'inconduite visant des employés de l'Agence des douanes et du revenu du Canada. L'accès du fichier n'est pas permis sans preuve d'identité ou sans autorisation appropriée. **Catégorie de personnes :** Employés de l'Agence des douanes et du revenu du Canada qui font ou qui ont déjà fait l'objet d'une enquête pour fraude, détournement de fonds, corruption, abus de confiance, usage non acceptable d'un réseau électronique de l'Agence ou d'inconduite. **But :** Les renseignements sont consignés afin de pouvoir mener des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption ou d'abus de conduite visant des employés de l'Agence. **Normes de conservation et de destruction :** Ces dossiers sont conservés cinq ans après la fermeture du dossier.

Enregistrement (SCT) : 002026 **Numéro de fichier :** ADRC PPE 803

Enquêtes internes

Description : Ce fichier contient des rapports d'enquête et la correspondance échangée entre les fonctionnaires de l'Agence des douanes et du revenu du Canada concernant la confirmation ou la réfutation d'allégations

Contre des employés. Catégorie de personnes :

Employés actuels ou anciens de l'Agence du revenu et des douanes du Canada et des membres du public qui ont été interviewés au cours des enquêtes. **But :** Ce fichier a pour but d'inscrire au registre tous les renseignements concernant toute infraction, alléguée ou soupçonnée envers un employé qui serait en violation de la législation de l'Agence des douanes et du revenu du Canada ou d'autres lois, qui pourrait être nuisible aux intérêts de l'Agence. Le fichier contient aussi des notes d'entrevues avec les membres du public au cours des enquêtes. Ces renseignements sont utilisés pour déterminer les mesures à prendre, y compris le recouvrement des pertes subies par la Couronne, les mesures disciplinaires contre la personne impliquée ou les poursuites à entreprendre, ainsi que pour appliquer la Loi sur l'administration financière, la politique du Conseil du Trésor sur les Pertes de deniers et infractions et autres actes illégaux commis contre la Couronne, et la politique de l'Agence des douanes et du revenu du Canada sur les conditions d'emploi. **Usages compatibles :** Les renseignements que contient ce fichier peuvent être divulgués à la Gendarmerie Royale du Canada, aux organismes d'enquête ou d'exécution de la loi prévus par d'autres lois applicables et au Ministère de la Justice. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans après la fermeture du dossier. **Enregistrement (SCT) :** 000004 **Numéro de fichier :** ADRC PPE 813

Fiche d'utilisation de matériel par les employés

Description : Ce fichier est relié à la formation des employés sur des logiciels de traitement de texte et les commentaires de l'instructeur, des copies de la lettre des résultats envoyée au surveillant de l'employé. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisation appropriée. **Catégorie de personnes :** Employés du ministère de l'Agence des douanes et du revenu du Canada. **But :** Le but du fichier est de fournir l'historique de la formation des employés sur le logiciel de traitement de texte. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant cinq ans. **Enregistrement (SCT) :** 002027 **Numéro de fichier :** ADRC PPE 805

Fiches de prêt personnel

Description : Ce fichier contient des fiches et des accord écrits qui servent à assigner l'attribution de matériel, en particulier de l'équipement aux employés du ministère aux fins d'utilisation en dehors des locaux gouvernementaux. **Catégorie de personnes :** Les renseignements se rapportent aux employés du ministère du Revenu national. **But :** Assurer le suivi du matériel et savoir précisément où il se trouve lorsqu'il est utilisé en

préparation des dossiers soumis à l'approbation du Comité des ressources humaines. Il sert également aux organismes centraux dans l'administration du système de données sur la formation et des programmes de perfectionnement. Ce fichier sert aussi à inscrire les employés à des cours ; à tenir un registre des cours suivis ; à faciliter le suivi concernant le paiement ; à fournir au Conseil du Trésor toute l'information reliée aux activités de formation ; à fournir au service de gestion toute l'information concernant la formation suivie par un employé et les activités du programme de formation. Normes de conservation et de destruction : Les dossiers sont détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. Enregistrement (SCT) : 003381 Numéro de fichier : ACA PPE 802	
Présences et congés Description : Ce fichier contient tous les renseignements concernant les demandes de congé et les rapports de présence approuvés et des notes sur les certificats médicaux qui justifient les absences. Catégorie de personnes : Les renseignements touchent tous les employés de l'Agence de promotion économique du Canada atlantique. But : Le fichier sert à l'administration des congés et des présences des employés. Il sert aussi à la vérification des absences par rapport aux congés disponibles et à la vérification des salaires versés par rapport aux relevés de présence ; à l'enregistrement des congés sur les formules de rapport annuel des congés ; à l'évaluation de l'utilisation des congés et à déterminer le taux d'absentéisme. Normes de conservation et de destruction : Les fichiers sont détruits deux ans après la fin de l'année financière. Enregistrement (SCT) : 003380 Numéro de fichier : ACA PPE 801	
Primes d'encouragement Description : Ce fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et des autres programmes de primes d'encouragement de l'Agence de promotion économique du Canada atlantique (APECA). Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique. Catégorie de personnes : Ce fichier concerne les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement ou des autres programmes de primes d'encouragement de l'APECA. But : Le fichier a pour but d'identifier les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement	
Accidents d'automobile, de bateau, d'embarcation et avion	Aide aux employés
Autorisations sécuritaires	Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat	Dossier personnel d'un employé
Griets	Langues officielles
Rémunération et avantages	Sécurité et santé au travail
Vérification de la fiabilité	Voyages et réinstallations
Fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	
(SCT) : 003379 Numéro de fichier : ACA PPE 804 Enregistrement pendant 25 ans, puis détruits. Normes de conservation et de destruction : Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits ; les fichiers financiers sont conservés pendant six ans, puis détruits ; et les fichiers créant des précédents sont conservés pendant 25 ans, puis détruits. Enregistrement (SCT) : 003379 Numéro de fichier : ACA PPE 804	

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Autorisations sécuritaires
 - Cartes d'identification et laissez-passer
 - Code régissant les conflits d'intérêts et l'après-mandat
 - Dossier personnel d'un employé
 - Dotation
- Évaluation du rendement
 - Formation et perfectionnement
 - Langues officielles
 - Présences et congés
 - Rémunération et avantages
 - Stationnement
 - Vérification de la fiabilité
 - Voyages et réinstallations

Agence de promotion économique du Canada

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Chapitre 30

Fichiers particuliers

Évaluation et examen du rendement de l'employé

Description : Ce fichier contient des renseignements sur le rendement de chacun des employés en ce qui a trait aux habiletés, aptitudes et réalisations.

Catégorie de personnes : Le fichier contient des

copies des rapports d'évaluation annuels, lesquels

comprennent les évaluations de l'employé, des

résumés d'examens de rendement, des objectifs de

travail, de formation et de perfectionnement. Les

renseignements concernent tous les employés de

APECA. **But :** Le fichier sert à déterminer les taux

annuels de rémunération et à produire des données

statistiques. Le fichier sert aussi à déterminer les

besoins en matière de formation et de

perfectionnement.

Normes de conservation et de

destruction : Les dossiers de tous les employés

doivent être conservés pendant une période de cinq

ans. Après cette période, ils sont détruits.

Enregistrement (SCT) : 003378 **Numéro de**

fichier : ACA PPE 803

Formation et perfectionnement

Description : Ce fichier contient des données

personnelles ainsi que des demandes de formation et

des évaluations des cours ; le numéro d'assurance

sociale ; les résultats d'examens et les certificats ; un

registre de paiement et de la correspondance reliée à

la participation d'employés à des activités de

formation, offertes par des organismes

gouvernementaux ou non gouvernementaux ; un registre de tous les cours approuvés pour les employés sous forme de plan de formation annuel ; un registre de la formation que le Ministère donne sous forme de cours maison ; l'information requise par l'organisme central aux fins de préparation de rapports, notamment les formules (coût de la formation et rapports sur les ressources humaines en formation) détaillant les ressources utilisées (financières et humaines) en ce qui a trait à la formation ; un registre sur les employés qui sont en congé d'étude prolongé, le programme Cours et affectations de perfectionnement (CAP) et autres programmes spéciaux de perfectionnement.

Catégorie de personnes : Cet information inclut les curriculum vitae, les vérifications de l'évaluation, les accords de retour pour service rendu, et les formules portant l'approbation du service de gestion ; des formules d'autorisation d'activités de formation ; la liste des participants au programme CAP ; la liste des participants au programme de congés d'études ; la liste des participants aux programmes d'échange ; la liste des participants aux congés de perfectionnement professionnel. Ce fichier concerne les employés de l'Agence de promotion économique du Canada atlantique (APECA) et les autres fonctionnaires qui ont assisté ou qui ont travaillé en tant qu'instructeurs à des cours donnés par l'APECA. **But :** Ce fichier sert à l'administration de programmes sur la formation et le perfectionnement des employés de l'APECA et à la

Renvoi au dossier # : ACIA 860 Enregistrement (SCT) : 002099 Numéro de fichier : ACIA PPE 813

Voyages et réinstallations
Description : Ce fichier renferme des demandes autorisées pour les cartes de crédit de l'Agence et les cartes individuelles de voyage, les voyages à l'étranger, remboursement, les aménagements de voyages et les itinéraires, les renseignements sur les passeports et les visas et la correspondance concernant les voyages et les réinstallations des employés. **Catégorie de personnes :** Employés de l'institution. **But :** Obtenir l'autorisation au niveau ministériel (comme l'exige la politique) qui se rapporte aux cartes de crédit, aux voyages et aux réinstallations, et de procurer les passeports et les visas aux employés qui voyagent outre-mer. **Usages compatibles :** Sert aussi à l'administration des fonctions concernant les voyages et les réinstallations en ce qui a trait à l'approbation ainsi que l'obtention des passeports, des visas et des cartes de crédit. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation, sauf pour les cartes de crédit, qui sont retenues jusqu'à la date de leur expiration. **No. ADD :** 85-001 **Renvoi au dossier # : ACIA 852 Enregistrement (SCT) : 002282 Numéro de fichier : ACIA PPE 815**

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Évaluation du rendement
Griets
Harcèlement
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Rémunération et avantages
Sécurité et santé au travail

du poste d'origine, le numéro composé, le lieu appelé, la date et l'heure du début et de la fin de l'appel, la durée de l'appel, la voie d'acheminement et le coût. Ces données sont également disponibles pour les appels interurbains effectués à l'aide d'un code d'appel du gouvernement. Les numéros composés peuvent se rapporter à n'importe quel téléphone accessible localement ou par le réseau interurbain du gouvernement, le service d'interurbain commercial et d'autres réseaux ministériels spécialisés. Étant donné que beaucoup de numéros de téléphone ou de postes du gouvernement sont identifiés à certains employés, le mode d'appel et les numéros composés peuvent révéler des renseignements sur un fonctionnaire donné du Ministère. **Catégorie de personnes :** Employés de l'Agence. **But :** La compilation de cette banque vise à faciliter la question des télécommunications. Les données d'enregistrement des appels sont recueillies dans le but de constituer une base pour le calcul et l'imputation du coût réel des services aux organismes ministériels. Elles constituent également des renseignements permettant aux gestionnaires d'unité organisationnelle de contrôler l'utilisation des services et les coûts qui s'y rapportent. **Usages compatibles :**

Ces données sont utilisées pour la gestion quotidienne des télécommunications, grâce à la répartition des coûts réels en fonction de l'utilisation des services, et pour que les gestionnaires du Ministère soient au courant de l'utilisation des services que font leurs employés respectifs. **Normes de conservation et de destruction :** Ces données sont conservées pendant deux ans, sauf dans le cas de données sur les opérations financières qui sont conservées pendant six ans. **Renvoi au dossier # : ACIA 852 Enregistrement (SCT) : 003319 Numéro de fichier : ACIA PPE 827**

Vérifications de la fiabilité
Description : Ce fichier réunit notamment des rapports de vérification du Centre d'information de la police canadienne (CIPC) et, le cas échéant, des fiches d'empiriques digitales, des rapports d'enquêtes et des casiers judiciaires. **Catégorie de personnes :** Employés actuels ou éventuels de l'Agence qui n'ont pas de cote de sécurité mais dont il faut vérifier la fiabilité en raison de l'accès facile aux renseignements de nature délicate ou aux biens de grande valeur. **But :** Garantir que les employés actuels assujettis à cette vérification ainsi que les employés éventuels de l'Agence satisfont aux normes de fiabilité et de confiance qui s'imposent pour l'exécution de leurs fonctions ou tâches. **Usages compatibles :** Déterminer la fiabilité des personnes. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de deux ans après le dernier emploi administratif (qui correspond habituellement à une mutation, une promotion ou la cessation d'emploi) et sont ensuite détruits. Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit.

d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIDP, toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Documents utilisés pour faciliter les fonctions de gestion des ressources humaines et de perfectionnement des employés comme la gestion de carrière, la dotation interne (recherches sur l'inventaire de la main-d'œuvre, par exemple), le perfectionnement des ressources humaines et la recherche appliquée sur le personnel (prévision des taux d'attrition et de l'offre et de la demande de main-d'œuvre, droits de la personne, équité en matière d'emploi). **Normes de conservation et de destruction :** Ces données informatisées sont mises à jour sur demande (journalier à partir d'un échange de données de ASC) ou encore en direct par certains gestionnaires. Les données sont conservées pendant 5 ans, puis transférées aux Archives Nationales du Canada. Les données ne sont pas effacées du logiciel Peoplesoft après une période de 5 ans. **No. ADD :** 86-001 **Renvoi au dossier # :** ACIA 920, 923, 925, 927 **Enregistrement (SCT) :** 002284 **Numéro de fichier :** ACIA PPE 814

Système de placement par priorité

Description : La base de données consiste de : 1)

Données de base qui enregistrent l'information telle que le nom de famille, le prénom, le groupe et niveau, le CIDP, le genre de priorité, la région, l'endroit actuel, le titre, la première langue officielle, le nom et numéro de téléphone du conseiller en ressources humaines. 2) Données de parrainage consistent de la date du début et la date de la fin, leur mobilité et leur compétence en langue seconde. 3) Information sur les présentations, y compris la date présente, le groupe et niveau du poste présente, numéro du poste, endroit, gestionnaire et résultat. **Catégorie de personnes :** Employés qui sont des priorités. **But :** De parrainer les employées prioritaires pour d'autres possibilités d'emploi. **Usages compatibles :** Il n'y a pas d'usages compatibles. **Normes de conservation et de destruction :** L'information est détruite après 2 ans après la dernière utilisation administrative. **No. ADD :** 78-001 **Renvoi au dossier # :** ACIA 920 **Enregistrement (SCT) :** 003320 **Numéro de fichier :** ACIA PPE 800

Télécommunications

Description : Cette banque contient, en tout ou en partie, les données suivantes concernant l'équipement et les services de télécommunications installés ou disponibles dans les bureaux de l'Agence, notamment les détails sur les appels interurbains faits à partir d'un appareil de l'Agence, la liste des employées autorisées à utiliser les codes d'appel pour le réseau interurbain du gouvernement et le coût qui représentent l'équipement et l'utilisation des services. On peut y trouver l'enregistrement des détails des appels effectués à partir des téléphones du gouvernement, qu'il s'agisse d'appels locaux ou interurbains. Ceci peut comprendre le numéro

deux ans, puis détruit. **No. ADD :** 86-001 **Renvoi au dossier # :** ACIA 925 **Enregistrement (SCT) :** 002048 **Numéro de fichier :** ACIA PPE 807

Stationnement

Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent, les renseignements médicaux employés pour émettre les permis de stationnement réservé aux handicapés et les infractions. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada. **Catégorie de personnes :** Employés de l'Agence. **But :** Emmagasiner des renseignements pour l'administration et le contrôle des privilèges accordés en matière de stationnement. **Usages compatibles :** Sert aussi à émettre les permis de stationnement et à contrôler l'utilisation du stationnement. Le système de l'Administration de stationnement de l'Agence est relié au système d'information sur les Ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système de l'administration de stationnement régulièrement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration du permis, sauf les renseignements médicaux qui sont retenus au dossier de l'employé. **No. ADD :** 85-001 **Renvoi au dossier # :** ACIA 913 **Enregistrement (SCT) :** 002283 **Numéro de fichier :** ACIA PPE 816

Système de gestion sur les ressources humaines
Description : Ce fichier réunit des renseignements sur les postes et employés, langues officielles et rémunération. Il contient aussi les renseignements suivants : nominations, mutations, promotions, rétrogradations, antécédents professionnels, évaluations du rendement, périodes et lieu d'emploi, situation au sein de l'entreprise (numéro de poste, groupe, niveau, titre, traitement, appartenance syndicale et classification linguistique), congés, heures supplémentaires, les notations par facteur, ainsi qu'une description et le profil linguistique de chaque poste. Le fichier contient aussi des données sur le rendement, et adresse de l'employé. Les personnes qui désirent avoir accès à ce fichier doivent fournir le titre du poste ainsi que le lieu et les dates d'emploi. Ce fichier contient aussi des données sur les congés d'employés ainsi que les transactions de surtemps accumulé. Les personnes désirant avoir accès aux documents informatisés sur leur compte doivent le préciser dans leur demande. **Catégorie de personnes :** Tous les employés et les cadres supérieurs de l'Agence canadienne d'inspection. **But :** Sert à la gestion et à l'utilisation judicieuses des ressources humaines. Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin

d'assurance sociale (NAS) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles** : Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. **Normes de conservation et de destruction** : Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **No. ADD : 85-001 Renvoi au dossier # : ACIA 927 Enregistrement (SCT) : 000917 Numéro de fichier : ACIA PPE 810**

Groupe de la Direction — Documents du Personnel
Description : Ce fichier contient de l'information personnelle, telle que CIDP, nom, direction générale, groupe et niveau, statut, début du statut, fin du statut, région, lieu, sexe, langue, nomination au niveau, nomination au poste, nomination à la région, nom du superviseur, cours d'orientation, évaluation de rendement à partir de la date de nomination au groupe de la direction jusqu'à présent. **Catégorie de personnes : Membres du groupe de la direction à l'Agence. But :** Pour aider dans la dotation des membres du groupe de la direction. **Usages compatibles** : Pour mettre à jour et maintenir l'information pertinente à la dotation des membres du groupe de la direction. **Normes de conservation et de destruction** : Les documents sont conservés pendant 2 ans. **No. ADD : 86-001 Renvoi au dossier # : ACIA 860 Enregistrement (SCT) : 002698 Numéro de fichier : ACIA PPE 819**

Profil de gestion
Description : Collecte de données sur les facteurs connaissances et l'identification des différences globales entre les habilités de gestion d'un individu et le profil. **Catégorie de personnes** : Tous les employés de l'Agence canadienne d'inspection dans des postes de niveau EX moins 2 jusqu'au niveau supérieur du groupe de la direction. **But** : Le but de l'identification de cette différence discutée ci-dessus, est de fournir aux gestionnaires, à tous les niveaux des possibilités de grandir, professionnellement et personnellement en mettant l'emphasis sur les habilités spécifiques de formation et de perfectionnement. Ces renseignements sont maintenus seulement pour les processus de dotation du Groupe de la Direction. **Usages compatibles** : Même que pour 'But', **Normes de conservation et de destruction** : Conservation minimum de 5 ans. **No. ADD : 86-001 Renvoi au dossier # : ACIA 860 Enregistrement (SCT) : 002946 Numéro de fichier : ACIA PPE 820**

Programme d'équité en matière d'emploi
Description : La banque renferme des renseignements sur les employés notamment sur leur classification, direction générale, situation de travail (Statut d'emploi, temporaire etc.). Ces renseignements ont été recueillis grâce à des questionnaires volontaires. On demande aux répondants d'indiquer leur sexe ; s'ils sont autochtones ou non, s'ils ont un handicap ou s'ils font partie d'une minorité visible. Le nom et le code d'identification du dossier personnel (CIDP) peuvent être utiles pour identifier les employés mais ils sont demandés sur une base volontaire. **Catégorie de personnes** : Employés de l'Agence. **But** : Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentes selon leur sexe et leur groupe désigné (femmes, autochtones, les personnes handicapées physiques et mentales et minorités visibles). Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIDP. **Usages compatibles** : Les renseignements recueillis seront utilisés dans le cadre des programmes d'équité d'emploi du gouvernement afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés (et distribués) d'une manière équitable dans la Fonction publique fédérale. Les renseignements peuvent également être utilisés pour la formation, le perfectionnement, la planification et l'établissement de la politique connexe à l'équité (en matière) d'emploi. **Normes de conservation et de destruction** : Mise à jour effectuée sur une base trimestrielle. **No. ADD : 85-001 Renvoi au dossier # : ACIA 860 Enregistrement (SCT) : 003648 Numéro de fichier : ACIA PPE 818**

Saisie-arrêt
Description : Ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt et à la distraction. **Catégorie de personnes** : Employés de l'Agence canadienne d'inspection au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises. **But** : Permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la distraction des fonds. **Usages compatibles** : Sert également à approuver les retenues des salaires. **Normes de conservation et de destruction** : Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère après que la dette ait été payée, son dossier le suit ; si l'employé change de ministère après que la dette ait été payée, l'Agence canadienne d'inspection pendant est gardé à l'Agence canadienne d'inspection pendant

non gouvernementaux, le curriculum vitae et les références, l'emplacément de l'organisme ou du ministère, les nominations, les mutations, les promotions et les rétrogradations, les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements, les pensions et les assurances, notamment les noms des bénéficiaires, les appréciations de rendement ; et peut contenir des renseignements sur les compétences linguistiques et sur les congés et les absences. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'armes à feu nécessaires pour occuper le poste, la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation, les présences et les congés, la rémunération et les avantages, la formation et le perfectionnement, les décisions concernant les indemnités et l'aptitude au travail, les langues officielles, la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes** : Employés de l'Agence. **But** : Fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles** : Identifier les décisions relatives à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelle, aux langues officielles, à la discipline, aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Travaux publics et Services gouvernementaux Canada, car ils facilitent le paiement des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe ; aux syndicats (retenue des cotisations) ; et à Santé Canada (aux fins des pensions). **Normes de conservation et de destruction** : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Le dossier suit l'employé, s'il est transféré à un autre ministère. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de deux ans suivant la date à laquelle les mesures disciplinaires ont été prises, pour autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **No. ADD** : 85-001 **Renvoi au dossier #** : ACIA 860 **Enregistrement (SCT)** : 000913 **Numéro de fichier** : ACIA PPE 808

Enquêtes internes

Description : Le fichier contient des rapports d'enquêtes et de la correspondance entre les fonctionnaires de l'Agence concernant la confirmation ou la réfutation d'allégations relatives aux employés. **Catégorie de personnes** : Employés actuels ou anciens de l'Agence canadienne d'inspection. **But** : Inscrire tous les renseignements concernant l'inconduite alléguée ou soupçonnée d'un employé en ce qui a trait à toute violation des lois et règlements de l'Agence canadienne d'inspection ou d'autres lois qui pourraient être nuisible à l'Agence. **Usages compatibles** : Déterminer les mesures à prendre y compris les mesures disciplinaires et les poursuites judiciaires. **Normes de conservation et de destruction** : Les documents sont détruits cinq ans après que les dossiers sont fermés. **No. ADD** : 86-001 **Renvoi au dossier #** : ACIA 860 **Enregistrement (SCT)** : 002094 **Numéro de fichier** : ACIA PPE 811

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours et évaluations, le numéro d'assurance sociale, certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parraînés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. Ceci contient également les formulaires de demandes pour les programmes de formation personnel et de perfectionnement. **Catégorie de personnes** : Employés de l'Agence. **But** : Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. Le Numéro

pourvu que deux ans se soient écoulés depuis la

(auto-identification), par exemple en ce qui a trait aux minorités visibles et aux personnes handicapées. Elle contiendra aussi une note à savoir si l'employé désire ou non que l'information soit divulguée à des fins de gestion des RH (information devant servir pour diverses initiatives, participation à un jury de sélection, etc.).

Catégorie de personnes : Tous les employés de l'Agence canadienne d'inspection des aliments. **But :** Saisir et conserver les données sur l'EC relativement aux employés de l'Agence afin de produire des rapports statistiques respectant les obligations imposées par la Loi sur l'équité en matière d'emploi qui pourront être utilisées à des fins de planification en matière de RH, de fixation des objectifs de gestion et d'élaboration de programmes. Les données recueillies vont être analysées pour différents rapports statistiques, par exemple groupe et niveau professionnels, vérifier si l'Agence est représentative de la main-d'œuvre au Canada, etc.

Usages compatibles : Utilisation seulement telle que précisée dans le but de la banque.

Normes de conservation et de destruction : Les données sur l'EC sont gardées sur le logiciel PeopleSoft en perpétuité. **Enregistrement (SCT) :** 004421 **Numéro de fichier :** ACIA PPE 803

Comptabilité des dépenses (employés)

Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports des dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements.

Catégorie de personnes : Employés du l'Agence réclamant des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, des cotisations à des associations et d'autres paiements. **But :** Fichier utilisé pour le paiement des réclamations et des factures aux personnes mentionnées ci-dessus. Le Numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu.

Normes de conservation et de destruction : Les dossiers sont conservés six ans. **No. ADD :** 86-001 **Renvoi au dossier # :** ACIA 914 **Enregistrement (SCT) :** 002285

Numéro de fichier : ACIA PPE 817

Demande de carte d'achat

Description : Renseignements recueillis aux fins de la délivrance des cartes d'achats : nom au long, date de naissance, nom de jeune fille de la mère, sexe, situation de l'employé et titre du poste.

Catégorie de personnes : Le coordonnateur et les fournisseurs des cartes d'achat auront besoin de ces renseignements.

But : Le coordonnateur et les fournisseurs des cartes d'achat ont tous deux besoin des renseignements

demandes à des fins de sécurité et d'identification, afin d'être en mesure de délivrer les cartes d'achat du gouvernement du Canada. **Usages compatibles :** Les renseignements seront conservés par le coordonnateur des cartes d'achat afin d'offrir un service quotidien rigoureux et sécuritaire aux titulaires de cartes. **Normes de conservation et de destruction :** Ces dossiers seront conservés pendant 6 ans. **Enregistrement (SCT) :** 004441 **Numéro de fichier :** ACIA PPE 830

Demande de dossier pour mutation

Description : Le fichier central d'information renferme les demandes de mutation des employés de l'Agence ainsi que d'autres ministères. Ces dossiers peuvent contenir des curriculum vitae. Aussi des examens du rendement et l'évaluation de l'employé peuvent être inclus. **Catégorie de personnes :** Employés de l'Agence canadienne d'inspection et les autres ministères. **But :** Le fichier central fournit une banque d'information qui sert à doter des postes dans une institution gouvernementale. **Usages compatibles :** Afin de sélectionner des candidats pour doter des postes sur une base de mutation à l'intérieur l'Agence canadienne d'inspection.

Normes de conservation et de destruction : Les documents sont conservés pendant 2 ans. **No. ADD :** 86-001 **Renvoi au dossier # :** ACIA 860 **Enregistrement (SCT) :** 002701 **Numéro de fichier :** ACIA PPE 822

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, pourvu que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe, le code d'identification du dossier personnel (CDDP) ; l'adresse domiciliaire, la citoyenneté, les études (diplômes, certificats et bulletins), les emplois antérieurs

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dotation
Évaluation du rendement
Formation et perfectionnement

Langues officielles
Politique de reconnaissance
Présences et congés
Rémunération et avantages
Voyages et réinstallations

Agence canadienne d'inspection des aliments

Fichiers particuliers

Attactions ministérielles et interministérielles

Description : Ce fichier renferme des renseignements

sur des employés en affectation temporaire et/ou

cherchant une affectation temporaire à l'intérieur et

extérieur de l'Agence tel leur nom, leur curriculum vitae,

le protocole d'entente de l'affectation, l'autorisation écrite

des ententes. Catégorie de personnes : Employés de

l'Agence canadienne d'inspection des aliments

présentement en affectation temporaire. But : Pour

s'assurer que les points énumérés dans le protocole

d'entente de l'affectation soient respectés. Usages

compatibles : Les renseignements sont utilisés à titre

d'information, pour des fins de statistiques et pour des

fins de planification en ressources humaines. Normes

de conservation et de destruction : PeopleSoft

maintient les renseignements sur les employés en

affectation. No. ADD : 86-001 Renvoi au dossier # :

ACIA 927 Enregistrement (SCT) : 002699 Numéro

de fichier : ACIA PPE 821

Autorisations sécuritaires

Description : Ce fichier contient tous les antécédents

personnels ; les résumés des enquêtes faites par le

Service Canadien des renseignements de sécurité de la

(SCRS), auparavant le Service de sécurité de la

Gendarmerie royale du Canada (GRC) ; des cartes

d'empreintes digitales ; les antécédents criminels ; le

numéro d'assurance sociale ; les séances de briefing et

la correspondance connexe à la cote de sécurité

attribuée aux personnes travaillant ou demandant à

travailler à l'Agence canadienne d'inspection des aliments

en vertu d'une nomination, d'une affectation, ou d'un

contrat. Les avis de cote de sécurité peuvent être versés

au dossier personnel de l'employé. Tous les détails des

enquêtes réalisées par le SCRS sont conservés dans un

fichier du SCRS. Catégorie de personnes : Les

Base de données sur l'équité en matière d'emploi

Description : La base de données contiendra

l'information fournie par les employés quant à leur

appartenance à un groupe désigné (auto-identification ;

minorités visibles, personnes handicapées, femmes,

autochtones). La base de données permettra de ventiler

l'employé) ; sous-groupe auquel l'employé appartient

de fichier : ACIA PPE 826

ACIA 852 Enregistrement (SCT) : 002943 Numéro

que l'employé a quitté l'emploi. Renvoi au dossier # :

destruction : Les dossiers sont détruits deux ans après

régulièrement. Normes de conservation et de

de mettre à jour le système d'information sécuritaire

d'obtenir de l'information courant sur les employés et

système d'information sur les ressources humaines afin

de système d'information sécuritaire de l'Agence est relié au

mesures disciplinaires et à la cessation d'emploi. Le

rapportant à des mutations, à des promotions, à des

Usages compatibles : Étayer les décisions se

obtenus à la suite d'enquêtes contenues dans le fichier.

fichier et ne peut pas consulter les renseignements

consulter que les renseignements contenus dans ce

une décision concernant la cote de sécurité, il ne peut

l'Agence canadienne d'inspection des aliments prend

des mesures de sécurité du gouvernement. Lorsque

fournir des renseignements nécessaires à l'administration

également servir à déterminer la cote de sécurité et à

dont le poste nécessite une cote de sécurité. Il peut

d'un nomination, d'une affectation ou d'un contrat et

l'Agence canadienne d'inspection des aliments en vertu

personnes travaillant ou demandant à travailler à

la détermination du niveau approprié de sécurité pour les

But : Ce fichier vise à consigner les renseignements sur

d'une nomination, d'une affectation ou d'un contrat.

ministère de l'Agriculture et Agroalimentaire en vertu

personnes travaillant ou demandant à travailler au

Agence canadienne de développement international

Chapitre 26

Fichiers ordinaires	Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	Aide aux employés	Autorisations sécuritaires	Dossier personnel d'un employé	Dotation	Formation et perfectionnement	Griefs
Harcelement	Langues officielles	Présences et congés	Programme d'équité en matière d'emploi	Stationnement	Rémunération et avantages sociaux	Rétroaction sur le rendement	Voyages et réinstallations

central de renseignements à jour sur les questions soulevées et est maintenu par l'ombudsman du personnel. Usages compatibles : Comprends la divulgation est le couplage des données . Ce fichier représente pour l'ombudsman du personnel un outil adéquat pour enregistrer des renseignements pertinents sur les questions soulevées ce qui lui permet d'être en meilleure posture pour conseiller les employés sur la meilleure alternative à adopter pour résoudre leurs situations. Il sert également pour la production du Rapport annuel lequel fournit des renseignements statistiques (nombre d'employés, type de problèmes soulevés, mesures prises), les tendances ainsi que des recommandations. Normes de conservation et de destruction : 2 ans à compter de la dernière mise à jour. Enregistrement (SCT) : 004260 Numéro de fichier : AIN PPE 802	Fichiers ordinaires																																		
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.																		Accidents d'automobile, de bateau, d'embarcation et d'avion																	
Aide aux employés																		Autorisations sécuritaires																	
Cartes d'identification et laissez-passer																		Code régissant les conflits d'intérêts et l'après-mandat																	
Dossier personnel d'un employé																		Dotation																	
Evaluation du rendement																		Formation et perfectionnement																	
Garderie en milieu de travail																		Griefs																	
Harcelement																		Langues officielles																	
Mesures disciplinaires																		Politique de reconnaissance																	
Présences et congés																		Programme d'équité en matière d'emploi																	
Rémunération et avantages																		Sécurité et santé au travail																	
Stationnement																		Voyages et réinstallations																	

Administration portuaire du North-Fraser

Chapitre 23

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Évaluation du rendement

Administration portuaire du Saguenay

Chapitre 24

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Affaires indiennes et du Nord Canada

Chapitre 25

Fichiers particuliers

Programme du réaménagement des effectifs

Description : Ce fichier contient des renseignements personnels sur les employés qui jouissent d'une priorité de dotation telle que définie dans la Loi sur l'emploi dans la Fonction publique ainsi que ceux qui ont reçu une priorité administrative de la Commission de la Fonction publique. Les renseignements contenus dans ce fichier sont : les études ; les antécédents professionnels ; la formation et le perfectionnement ; les endroits au Canada où l'employé est prêt à déménager ; le consentement à accepter un poste de niveau inférieur ; et l'adresse personnelle. Les Codes d'identification de dossier personnel servent à identifier les employés. Ces renseignements sont recueillis par l'intermédiaire de questionnaires, d'entrevues ou de curriculum vitae.

Catégorie de personnes : Employés du Ministère. **But :** Ce fichier fournit aux agents du personnel la documentation qui facilitera le placement à travers le pays des employés jouissant d'une priorité de dotation au sein de la Fonction publique du Canada. Il

Dossiers de l'ombudsman du personnel

Description : Ce fichier contient des renseignements par rapport à des situations difficiles qui ont été soulevées par des employés du ministère ainsi que les approches mises en place pour résoudre lesdites situations. Il contient également des renseignements sur les activités du suivi. **Catégorie de personnes :** Employés du ministère à tous les niveaux. Il peut fournir le nom, le sexe ainsi que des renseignements sur le groupe d'équité en matière d'emploi (identification volontaire). **But :** Ce fichier représente une source

Numéro de fichier : AIN PPE 801

AIN DRH 921 Enregistrement (SCT) : 002541

No. ADD : 85/001 **Renvoi au dossier # :**

Normes de conservation et de destruction : Les dossiers sont conservés pendant trois ans après le placement de l'employé jouissant d'une priorité de dotation.

Ministère ou dans d'autres ministères et agences. sert aussi à étayer les décisions relatives au placement d'employés prioritaires à des postes au sein du

Administration portuaire de Vancouver

Chapitre 20

Fichiers particuliers

Saisies-arêts

Descriptions : Cette banque de données contient la documentation juridique qui accompagne la saisie-arêt des salaires et des honoraires dus aux personnes

trappées d'une saisie-arêt. **Catégorie de**

personnes : Employés de l'Administration. **But :** La

fonction de cette banque est de coordonner et de

contrôler les procédures de saisie-arêt, d'appliquer les

dispositions d'administration de la rémunération et

d'assurer que l'Administration répond aux ordonnances

des tribunaux dans les délais imposés par la loi.

Normes de conservation et de destruction : Les

dossiers sont conservés cinq ans après la fin de la

poursuite administrative avant d'être détruits.

Enregistrement (SCT) : 004279 **Numéro de**

fichier : APV PPE 801

Système d'information sur les ressources humaines

Description : Base de données sur les employés

contenant : nom, adresse du domicile et numéro de

téléphone, contact en cas d'urgence, date de

naissance, sexe, date d'engagement, date

d'ancienneté, date de retraite, antécédents

professionnels, historique de salaire, formation, études

et absences. **Catégorie de personnes :** Employés de

l'Administration. **But :** La fonction de ce système est de

présenter des rapports aux chefs de service afin de leur

faciliter les décisions en matière de personnel. **Normes**

de conservation et de destruction : Les données

Administration portuaire de Vancouver

Chapitre 20

Fichiers particuliers

Saisies-arêts

Descriptions : Cette banque de données contient la documentation juridique qui accompagne la saisie-arêt des salaires et des honoraires dus aux personnes

trappées d'une saisie-arêt. **Catégorie de**

personnes : Employés de l'Administration. **But :** La

fonction de cette banque est de coordonner et de

contrôler les procédures de saisie-arêt, d'appliquer les

dispositions d'administration de la rémunération et

d'assurer que l'Administration répond aux ordonnances

des tribunaux dans les délais imposés par la loi.

Normes de conservation et de destruction : Les

dossiers sont conservés cinq ans après la fin de la

poursuite administrative avant d'être détruits.

Enregistrement (SCT) : 004279 **Numéro de**

fichier : APV PPE 801

Système d'information sur les ressources humaines

Description : Base de données sur les employés

contenant : nom, adresse du domicile et numéro de

téléphone, contact en cas d'urgence, date de

naissance, sexe, date d'engagement, date

d'ancienneté, date de retraite, antécédents

professionnels, historique de salaire, formation, études

et absences. **Catégorie de personnes :** Employés de

l'Administration. **But :** La fonction de ce système est de

présenter des rapports aux chefs de service afin de leur

faciliter les décisions en matière de personnel. **Normes**

de conservation et de destruction : Les données

Administration portuaire de Windsor

Chapitre 21

Note : L'Administration portuaire de Windsor a été

établie conformément à la Loi maritime du Canada qui

a reçu l'assentiment royal le 1^{er} jour de juin 1998.

L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi

sur l'accès à l'information et à l'annexe de la Loi sur la

protection des renseignements personnels, à titre de

modification accessoire.

Administration portuaire du fleuve Fraser

Chapitre 22

Note : L'Administration portuaire du fleuve Fraser a été

établie conformément à la Loi maritime du Canada qui

a reçu l'assentiment royal le 1^{er} jour de juin 1998.

L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi

sur l'accès à l'information et à l'annexe de la Loi sur la

protection des renseignements personnels, à titre de

modification accessoire.

formule d'évaluation de l'examen pratique du permis.
Catégorie de personnes : Les employés de l'ACCVT et les locataires de l'aéroport. **But** : Ce fichier a pour but de documenter les demandes de permis. **Usages compatibles** : Les renseignements contenus dans ce fichier pourraient servir en cas d'utilisation apparente de véhicule non autorisé à l'aéroport. **Normes de conservation et de destruction** : Les demandes sont conservées pendant trois années après l'expiration du permis et détruites. **Enregistrement (SCT)** : 004371 **Numéro de fichier** : APT PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallation

téléphone et les renseignements sur le véhicule.
Catégorie de personnes : Les employés de l'APT et les locataires de l'aéroport. **But** : Ce fichier traite les demandes de laissez-passer de traversier pour véhicule. **Usages compatibles** : Les renseignements contenus dans ce fichier pourraient servir en cas de non paiement apparent du passage de traversier de l'aéroport. **Normes de conservation et de destruction** : Les demandes sont conservées pendant une année après l'expiration du laissez-passer et détruites. **Enregistrement (SCT)** : 004373 **Numéro de fichier** : APT PPE 815

Laissez-passer - Zones d'accès réglementées de l'aéroport

Description : Ce fichier contient les demandes

reçues d'individus qui doivent avoir accès aux zones réglementées de l'Aéroport du centre ville de Toronto.

Il comprend le nom, titre, adresse, numéro de

téléphone, date de naissance, taille, poids, couleur des yeux et des cheveux, empreintes digitales, état

civil, photographie personnelle, et numéro

d'autorisation sécuritaire de Transports Canada. **Catégorie de personnes** : Les employés de l'APT et les locataires de l'aéroport. **But** : Ce fichier a pour but

de documenter les demandes de laissez-passer.

Usages compatibles : Les renseignements contenus dans ce fichier pourraient servir en cas de

manquement à la sécurité. **Normes de**

conservation et de destruction : Les demandes sont conservées pendant trois années après

l'expiration du laissez-passer et détruites.

Enregistrement (SCT) : 004370 **Numéro de fichier** : APT PPE 800

Permis d'exploitation de véhicules côté piste de l'aéroport

Description : Ce fichier contient les demandes

reçues d'individus qui ont besoin d'un permis d'exploitation de véhicules sur les terrains de

l'Aéroport du centre ville de Toronto. Il comprend le

nom, adresse, numéro de téléphone et renseignements sur les véhicules. Il contient aussi la

protection des renseignements personnels, à titre de

modification accessoire.

Note : L'Administration portuaire de Trois-Rivières a été

établie conformément à la Loi maritime du Canada qui

a reçu l'assentiment royal le 1^{er} jour de juin 1998.

L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi

sur l'accès à l'information et à l'annexe de la Loi sur la

Administration portuaire de Trois-Rivières
Chapitre 19

Administration portuaire de St. John's

Chapitre 16

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Dossier personnel d'un employé

Dotation

- Evaluations du rendement
- Langues officielles
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Voyages et réinstallations

Administration portuaire de Thunder Bay

Chapitre 17

Note : L'Administration portuaire de Thunder Bay a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire.

Administration portuaire de Toronto

Chapitre 18

Fichiers particuliers

Laissez-passer de stationnement à l'aéroport
Description : Ce fichier contient les demandes reçues d'individus qui ont besoin d'un laissez-passer de stationnement à l'Aéroport du centre ville de Toronto, sur le continent. Il comprend le nom, l'adresse, numéro de téléphone et les renseignements sur le véhicule. **Catégorie de personnes** : Les employés de l'APT et les locataires de l'aéroport. **But** : Ce fichier traite les demandes de laissez-passer de stationnement. **Usages compatibles** : Les renseignements contenus dans ce fichier pourraient servir en cas d'utilisation non autorisée appa-
rente d'un espace de stationnement. **Normes de conservation et de destruction** : Les demandes sont conservées pendant une année après l'expiration du laissez-passer et détruites. **Enregistrement (SCT)** : 004374

Numéro de fichier : APT PPE 820

Laissez-passer de traversier de l'aéroport pour les employés

Description : Ce fichier contient les demandes

Laissez-passer de traversier de l'aéroport pour véhicule
Description : Ce fichier contient les demandes reçues d'individus qui ont besoin d'un laissez-passer de traversier pour véhicule de l'Aéroport du centre ville de Toronto. Il comprend le nom, l'adresse, numéro de

Administration portuaire de Québec

Chapitre 13

Note : L'Administration portuaire de Québec a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire.

Administration portuaire de Saint John

Chapitre 14

Note : L'Administration portuaire de Saint John a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire.

Fichiers ordinaires

Veuillez consulter l'INTRODUCTION de cette publication au sujet de la définition des fichiers ordinaires et de la description de leur contenu

Aide aux employés

Conflit d'intérêts et conduite après-emploi
Dossier personnel d'un employé

- Dotation en personnel
- Examens de rendement et évaluations des employés
- Griefs
- Harcèlement
- Langues officielles
- Présences et congés
- Rémunération et avantages
- Santé et sécurité au travail
- Voyages et réinstallation

Administration portuaire de Sept-Îles

Chapitre 15

Note : L'Administration portuaire de Sept-Îles a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire.

Administration portuaire de Hamilton

Chapitre 8

Note : L'Administration portuaire de Hamilton a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi sur l'accès à l'information et à l'annexe de la Loi sur la

Administration portuaire de Montréal

Chapitre 9

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Administration portuaire de Nanaimo

Chapitre 10

Note : L'Administration portuaire de Nanaimo a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi sur l'accès à l'information et à l'annexe de la Loi sur la

Administration portuaire de Port Alberni

Chapitre 11

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Rémunération et avantages

l'après-mandat

Code régissant les conflits d'intérêts et

Administration portuaire de Prince-Rupert

Chapitre 12

Note : L'Administration portuaire de Prince-Rupert a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 1^{er} jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi sur l'accès à l'information et à l'annexe de la Loi sur la

protection des renseignements personnels, à titre de modification accessoire.

Administration portuaire de Halifax

Chapitre 7

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Voyages et réinstallations

Sécurité et santé au travail

Rémunération et avantages

Programme d'équité en matière d'emploi

Présences et congés

Langues officielles

Griefs

Administration portuaire de Belledune

Chapitre 6

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Voyages et réinstallations

Rémunération et avantages

Présences et congés

Administration du pipe-line du Nord Canada

Chapitre 5

Fichiers ordinaires

renseignements sont également fournis à divers régimes provinciaux d'assurance-maladie ; aux assureurs collectifs, aux syndicats aux fins de précompte des cotisations et au ministère des Travaux publics et Services gouvernementaux Canada aux fins de pensions. **Normes de conservation et de destruction :** Les dossiers du personnel actif sont conservés en permanence par l'Administration. Les dossiers des employés à la retraite et des employés non-actifs sont conservés pour dix ans. **Enregistrement (SCT) :** 004142 **Numéro de fichier :** APP PPE 801

Rémunération et avantages

Présences et congés

une description de leur contenu.

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et

Administration de l'Atlantique Canada

Chapitre 1

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé
Rémunération et avantages
Sécurité et santé au travail

Administration de Grands Lacs Canada

Chapitre 2

Fichiers particuliers

Dossiers des employés

Description : Ces dossiers contiennent des renseignements généraux sur les personnes qui sont au service de l'Administration, et peuvent aussi renfermer des informations sur ce qui suit : Assiduité et congés; discipline; grèves; cartes d'identité et laissez-passer pour l'immeuble; langues officielles; évaluations du rendement; dotation en personnel; formation et perfectionnement; déplacements et déménagements.

Normes de conservation et de destruction : Les dossiers sont conservés pendant sept ans. Toute personne voulant consulter ces dossiers devra fournir son nom et son adresse. **Enregistrement (SCT) :** 002998 **Numéro de fichier :** PGL PPE 805

Membres du conseil d'administration de l'APGL

Description : L'information que renferme cette banque comprend les curriculum vitae des membres, les

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé
Rémunération et avantages

Administration de pilotage des Laurentides Canada

Chapitre 3

Fichiers particuliers

Registre des pilotes à l'emploi de l'Administration

Description : Ce fichier renferme des informations sur les caractéristiques physiques, les brevets, les certificats et les incidents maritimes.

Catégorie de personnes :

Pilotes et apprentis-pilotes de l'Administration de pilotage des Laurentides. **But :** Tenir un registre des certificats ainsi que des titres et des qualités requis aux termes de la Loi sur le pilotage.

Normes de conservation et de destruction :

Les renseignements sont conservés dans nos locaux deux (2) ans à compter de la date à laquelle le pilote ou

Fichiers ordinaires

apprenti-pilote cesse ses fonctions pour être ensuite acheminés aux Archives nationales. **Enregistrement (SCT) :** 003684 **Numéro de fichier :** APL PPE 801

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Numéro de fichier	Fichiers ordinaires
POE 901	Dossier personnel d'un employé
POE 902	Dotation
POE 903	Présences et congés
POE 904	Rémunération et avantages
POE 905	Formation et perfectionnement
POE 906	Langues officielles
POE 907	Sécurité et santé au travail
POE 908	Accidents d'automobile, de bateau, d'embarcation et d'avion
POE 909	Voir POE 924
POE 910	Griefs
POE 911	Mesures disciplinaires
POE 912	Évaluation du rendement
POE 913	Voyages et réinstallations
POE 914	Stationnement
POE 915	Code régissant les conflits d'intérêts et l'après-mandat
POE 916	Aide aux employés
POE 917	Cartes d'identification et laissez-passer
POE 918	Programme d'équité en matière d'emploi
POE 919	Harcèlement
POE 920	Politique de reconnaissance
POE 921	Voir POE 924
POE 922	Journaux de contrôle des réseaux électroniques
POE 923	Divulgence interne d'information concernant des actes fautifs au travail
POE 924	Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité) Autrefois Vérification de la fiabilité (POE 921) et Autorisations sécuritaires (POE 909)
POE 930	Garderie en milieu de travail

Catégorie de personnes : Employés de l'institution.

But : Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein des ministères et organismes gouvernementaux, notamment la prévention

des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à la santé au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au sein des organismes et ministères. **Usages compatibles :** Étayer les décisions connexes aux compensations destinées aux travailleurs et aux congés d'accident du travail ; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci ;

assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres ; et établir des conditions qui permettront à certains individus qui souffrent de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. **Normes de conservation et de**

destruction : Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des

Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AI/RP de l'institution en question. **No. ADD :** 98/005

Numéro de fichier : POE 907

Stationnement

Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada ou la ville d'Ottawa.

Catégorie de personnes : Employés de l'institution.

But : Ce fichier a pour but d'emmagasiner des

renseignements concernant l'administration des privilèges accordés en matière de stationnement. **Usages**

compatibles : Émettre les permis de stationnement. **Normes de conservation et de destruction :** Les

renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AI/RP de l'institution en question. **No. ADD :** 98/001 **Numéro de fichier :**

POE 914

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de**

personnes : Employés de l'institution. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires. **Usages compatibles :**

Approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. **Normes de conservation et de destruction :** Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AI/RP de l'institution en question. **No. ADD :** 98/001 **Numéro de fichier :**

99/004 **Numéro de fichier :** POE 913

l'AI/RP de l'institution en question. **No. ADD :** 98/001 et

conservés dans un autre fichier comprenant des

renseignements sur les employés (par exemple, le

Système d'information pour la gestion du personnel) et

ce, à des fins statistiques et lorsque la conservation de

telles renseignements est conforme aux usages pour

lesquels les renseignements personnels ont été recueillis.

Il est possible d'obtenir des données d'auto-identification

dans les fichiers ministériels (POE 902) et

Formation et perfectionnement (POE 905). **Usages**

compatibles : Le ministère peut recueillir des données à

des fins statistiques, pour obtenir des renseignements sur

les employés, ou encore à ces deux fins. Les

renseignements personnels ne sont versés dans le Fichier

de données sur les groupes visés par l'équité en matière

d'emploi (SCT PCE 706) qu'à des fins statistiques. Les

renseignements recueillis sont utilisés dans le cadre des

programmes d'équité en matière d'emploi du

gouvernement, afin de déterminer s'il y a discrimination

systémique dans l'embauche, de l'éliminer s'il y a lieu et

d'introduire des mesures temporaires spéciales qui

permettront aux groupes cibles d'être admis et d'être

représentés d'une manière équitable au sein de la

Fonction publique fédérale. Les renseignements peuvent

également être utilisés à l'élaboration et à la mise en

oeuvre de la politique connexe à l'équité en matière

d'emploi. **Normes de conservation et de**

destruction : Les renseignements personnels, tels que

décrits dans le Répertoire des renseignements

personnels, peuvent être gardés pendant différentes

périodes de temps, au choix de chaque institution

fédérale. Au minimum, les renseignements personnels

utilisés à des fins administratives doivent être gardés

pendant au moins deux ans, à moins que l'individu ne

consente à leur destruction antérieure. Toute destruction

de ces dossiers doit être exécutée en vertu des

Autorisations de disposition de documents établies par

l'Archiviste national du Canada. Selon la Loi sur la

protection des renseignements personnels, "fins

administratives" s'entend de l'utilisation de

renseignements dans le processus décisionnel qui affecte

directement un individu. Pour connaître la période de

temps particulière pendant laquelle différents types de

documents administratifs sont gardés par une institution

fédérale, veuillez communiquer avec le coordinateur de

l'AI/PRP de l'institution en question. **No. ADD : 98/005**

Numéro de fichier : POE 918

Rémunération et avantages

Description : Ce fichier contient les certifications

nécessaires pour la rémunération, les indemnités et les

deductions et présente des renseignements au sujet du

traitement et des avantages pour chaque employé y

compris le Numéro d'assurance sociale, ainsi que la

correspondance connexe à l'administration de la paye et

des avantages. Le fichier peut également comprendre des

dispositions concernant les fonds relatifs à la saisie-arrêt

et la distraction. Le dossier touchant les gains et la

pension de retraite est joint au dossier personnel de

chaque employé. **Catégorie de personnes** : Employés

de l'institution. **But** : Ce fichier contient de la

documentation sur l'administration de la rémunération et

des avantages au sein des ministères et organismes

fédéraux. Il sert également à approuver le paiement des

traitements et des indemnités ainsi que les retenues. Le

Numéro d'assurance sociale est utilisé à des fins

d'identification et afin d'assurer que l'administration de la

paye et des avantages soit uniforme. Il faut inscrire le

Numéro d'assurance sociale ; toutefois, il peut y avoir des

cas d'exception lorsqu'il y a des circonstances spéciales.

Usages compatibles : Permettre la vérification et la

conciliation des comptes relatifs à la paye (par exemple, la

rémunération et l'admissibilité des employés) et étayer le

recouvrement des trop-payés et des dettes envers la

Couronne et, le cas échéant, permettre, conformément à

la Loi sur la saisie-arrêt et la distraction de pensions, de

procéder à la saisie-arrêt et à la distraction des fonds.

Normes de conservation et de destruction : Les

renseignements personnels, tels que décrits dans le

Répertoire des renseignements personnels, peuvent être

gardés pendant différentes périodes de temps, au choix

de chaque institution fédérale. Au minimum, les

renseignements personnels utilisés à des fins

administratives doivent être gardés pendant au moins

deux ans, à moins que l'individu ne consente à leur

destruction antérieure. Toute destruction de ces dossiers

doit être exécutée en vertu des Autorisations de

disposition de documents établies par l'Archiviste national

du Canada. Selon la Loi sur la protection des

renseignements personnels, "fins administratives"

s'entend de l'utilisation de renseignements dans le

processus décisionnel qui affecte directement un individu.

Pour connaître la période de temps particulière pendant

laquelle différents types de documents administratifs sont

gardés par une institution fédérale, veuillez communiquer

avec le coordinateur de l'AI/PRP de l'institution en

question. **No. ADD : 98/005 Numéro de fichier** :

POE 904

Sécurité et santé au travail

Description : Ce fichier comprend des rapports

d'enquête sur des accidents et sur des lésions ou des

maladies professionnelles et la correspondance connexe,

ainsi que des copies du Rapport d'enquête sur les

accidents que doit remplir le superviseur ; ces documents

sont conservés par les organismes ou ministères au centre

de responsabilité approprié. Conformément à la politique

du Conseil du Trésor, le ministère ou organisme conserve

également des dossiers sur les premiers soins administrés.

Développement des ressources humaines Canada

conserve des dossiers, concernant les employés, y

compris des dossiers médicaux ; les demandes

d'indemnisation et la correspondance connexe ; et des

dossiers touchant les sommes déboursées. La Direction

des services médicaux de Santé Canada conserve, sous

le sceau de la confidentialité médicale, les dossiers

d'examen de santé, et tous les renseignements médicaux

personnels. Pour les renseignements au sujet des

accidents de véhicule voir le fichier ordinaire n° 908.

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études ; leurs antécédents professionnels et leurs projets de carrière ; leur formation et leur perfectionnement. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants, qui sont libres de fournir ces renseignements, indiquent leur sexe et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. Le Code d'identification de dossier personnel peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la politique relative à l'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le Code d'identification de dossier personnel peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux

périodes de temps, au choix de chaque institution

fédérale. Au minimum, les renseignements personnels

utilisés à des fins administratives doivent être gardés

pendant au moins deux ans, à moins que l'individu ne

consente à leur destruction antérieure. Toute destruction

de ces dossiers doit être exécutée en vertu des

Autorisations de disposition de documents établies par

l'Archiviste national du Canada. Selon la Loi sur la

protection des renseignements personnels, "fins

administratives" s'entend de l'utilisation de

renseignements dans le processus décisionnel qui affecte

directement un individu. Pour connaître la période de

temps particulière pendant laquelle différents types de

documents administratifs sont gardés par une institution

fédérale, veuillez communiquer avec le coordonnateur de

l'AIPRP de l'institution en question. **No. ADD : 98/001**

Numéro de fichier : POE 922

Langues officielles

Description : Ce fichier contient les inscriptions aux

cours et des renseignements relatifs aux présences ; des

demandes de formation linguistique comprenant des

données personnelles de base utilisées à des fins

d'identification, comme la principale langue officielle de

l'employé, sa date de naissance et son Code

d'identification de dossier personnel ; les résultats des

examens de connaissance linguistique ; les certificats

formation et la correspondance concernant les

qualifications de l'employé en matière de langues

officielles. Le fichier peut également comprendre un

double de la formule destinée au Système d'information

sur les langues officielles (SILCO). Les examens

linguistiques, les dossiers concernant la formation et les

exemptions sont joints au dossier personnel de

l'employé. On trouve également des données semblables

dans les fichiers particuliers de la Commission de la

Fonction publique et du Secréariat du Conseil du Trésor.

Catégorie de personnes : Employés de l'institution.

But : Ce fichier a pour but de fournir de la

documentation nécessaire à l'administration des

politiques en matière de langues officielles relatives aux

employés de la Fonction publique fédérale. Il vise à

justifier et à étayer les décisions touchant les

qualifications en matière de langues officielles et les

épreuves linguistiques, ainsi qu'à justifier le besoin en

formation linguistique et à confirmer les réalisations des

employés. **Usages compatibles :** Étayer et justifier les

questions de dotation, d'admissibilité à la prime au

bilinguisme, de mutations et de promotions. Il permet

également de déterminer le statut linguistique de

l'employé et de vérifier l'administration des programmes

relatifs aux langues officielles. **Normes de conservation**

et de destruction : Les renseignements personnels,

tels que décrits dans le Répertoire des renseignements

personnels, peuvent être gardés pendant différentes

périodes de temps, au choix de chaque institution

fédérale. Au minimum, les renseignements personnels

utilisés à des fins administratives doivent être gardés

pendant au moins deux ans, à moins que l'individu ne

consente à leur destruction antérieure. Toute destruction

de ces dossiers doit être exécutée en vertu des

Autorisations de disposition de documents établies par

l'Archiviste national du Canada. Selon la Loi sur la

protection des renseignements personnels, "fins

administratives" s'entend de l'utilisation de

renseignements dans le processus décisionnel qui affecte

directement un individu. Pour connaître la période de

temps particulière pendant laquelle différents types de

documents administratifs sont gardés par une institution

fédérale, veuillez communiquer avec le coordonnateur de

l'AIPRP de l'institution en question. **No. ADD : 98/005**

Numéro de fichier : POE 906

Mesures disciplinaires

Description : Ce fichier contient des avis de mesures

disciplinaires et la correspondance échangée au sujet de

l'inconduite d'un employé ; les témoignages ; les

opinions juridiques ; les enquêtes se rapportant à des

cas d'inconduite possible et le rapport d'analyse qui

résulte de ces enquêtes. Il est important de signaler que

les avis de mesures disciplinaires peuvent être joints au

dossier personnel de l'employé. **Catégorie de**

personnes : Employés de l'institution. **But :** Ce fichier

contient des renseignements utilisés lors des mesures

disciplinaires prises dans les ministères et organismes

fédéraux. Il sert également à déterminer s'il y a lieu de

prendre des mesures disciplinaires et, dans ce cas, à

déterminer la nature de ces mesures. **Usages**

compatibles : Étayer les décisions relatives à la

rémunération et aux avantages ; aux présences et aux

congés ; aux mutations, aux rétrogradations et à la fin de

l'emploi. **Normes de conservation et de**

destruction : Les renseignements personnels, tels que

décrits dans le Répertoire des renseignements

personnels, peuvent être gardés pendant différentes

périodes de temps, au choix de chaque institution

fédérale. Au minimum, les renseignements personnels

utilisés à des fins administratives doivent être gardés

pendant au moins deux ans, à moins que l'individu ne

consente à leur destruction antérieure. Toute destruction

de ces dossiers doit être exécutée en vertu des

Autorisations de disposition de documents établies par

l'Archiviste national du Canada. Selon la Loi sur la

protection des renseignements personnels, "fins

administratives" s'entend de l'utilisation de

renseignements dans le processus décisionnel qui affecte

directement un individu. Pour connaître la période de

temps particulière pendant laquelle différents types de

documents administratifs sont gardés par une institution

fédérale, veuillez communiquer avec le coordonnateur de

l'AIPRP de l'institution en question. **No. ADD : 98/005**

Numéro de fichier : POE 911

Politique de reconnaissance

Description : Le fichier contient des renseignements sur

les fonctionnaires qui ont été nommés pour des primes,

dans le cadre du Régime de la politique de

Normes de conservation et de destruction : Les

renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AI/RP de l'institution en question. **No. ADD : 98/005 Numéro de fichier : POE 910**

Harèlement

Description : Ce fichier contient de l'information concernant les plaintes de harcèlement et le règlement des problèmes de harcèlement, notamment la médiation et les enquêtes. Les données recueillies comprennent de la correspondance concernant les allégations de harcèlement ; les entrevues réalisées avec les plaignants et les mis en cause ; les entrevues avec les témoins des incidents ; les rapports des enquêtes et les analyses des événements et des résultats, ainsi que les dossiers touchant les décisions prises au sujet d'incidents donnés ou de plaintes de harcèlement. Lorsqu'on a recours à la médiation, les profils et les évaluations des médiateurs, les ententes de médiation et de règlement, de mêmes que les notes et les opinions des médiateurs peuvent être versés au dossier. Ces renseignements doivent constituer un dossier distinct et ne doivent pas être placés dans le dossier personnel d'un plaignant.

Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, les renseignements peuvent être transférés dans le fichier se rapportant aux mesures disciplinaires. **Catégorie de personnes :** Employés de l'institution et autres personnes à l'emploi de la fonction publique. **But :** Ce fichier a pour but d'identifier les plaintes de harcèlement ; pour établir, dans des circonstances données, s'il y a vraiment une situation de harcèlement et, dans l'affirmative, déterminer les mesures appropriées, notamment des mesures disciplinaires, pour mettre fin à cette situation. **Usages compatibles :** Appliquer les décisions portant sur les mutations et les mesures disciplinaires à l'endroit des employés et assurer l'équité du processus de l'enquête, renseignements concernant les résultats et les recommandations de l'enquête pouvant être divulgués au plaignant et au mis en cause. À la suite d'une plainte fondée, on peut divulguer au plaignant toute mesure corrective ou

disciplinaire. On peut utiliser des renseignements d'ordre général touchant des personnes qui ne peuvent être identifiées pour analyser les tendances et donner de l'information aux personnes oeuvrant dans le domaine de la prévention et du règlement du harcèlement. **Normes de conservation et de destruction :** Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AI/RP de l'institution en question. **No. ADD : 98/005 Numéro de fichier : POE 919**

Journaux de contrôle des réseaux électroniques

Description : Le fichier renferme des renseignements sur l'usage des réseaux électroniques. Ces renseignements sont recueillis lorsqu'il y a lieu de soupçonner qu'un réseau électronique du gouvernement fédéral est soumis à un usage détourné, au sens donné à ce terme dans les politiques en la matière de l'organisme intéressé ou du Conseil du Trésor. Ce fichier peut comprendre, par exemple, des journaux de réseau qui établissent des liens entre le poste de travail d'un employé et une adresse IP, les liste de sites consultés et les renseignements sur les opérations effectuées, y compris la date, l'heure, la durée et la nature de la visite ou de l'opération. Il peut aussi s'étendre à de l'information sur l'usage fait de codes d'autorisation attribués à des particuliers, y compris les cas où les codes ont pu être utilisés avec succès ou non, la date, l'heure et la fréquence d'utilisation. **Catégorie de personnes :** Les employés de l'organisme et des particuliers autres qui font usage des réseaux électroniques du gouvernement fédéral. **But :** Les renseignements stockés dans le fichier sont recueillis aux fins des enquêtes sur les cas soupçonnés ou présumés d'usage détourné des réseaux électroniques de l'État. **Usages compatibles :** Les renseignements peuvent servir à justifier les mesures disciplinaires prises à la suite d'une infraction aux politiques de l'organisme ou du Conseil du Trésor concernant l'usage des réseaux électroniques. **Normes de conservation et de destruction :** Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AI/RP de l'institution en question. **No. ADD : 98/005 Numéro de fichier : POE 919**

Journaux de contrôle des réseaux électroniques
Description : Le fichier renferme des renseignements sur l'usage des réseaux électroniques. Ces renseignements sont recueillis lorsqu'il y a lieu de soupçonner qu'un réseau électronique du gouvernement fédéral est soumis à un usage détourné, au sens donné à ce terme dans les politiques en la matière de l'organisme intéressé ou du Conseil du Trésor. Ce fichier peut comprendre, par exemple, des journaux de réseau qui établissent des liens entre le poste de travail d'un employé et une adresse IP, les liste de sites consultés et les renseignements sur les opérations effectuées, y compris la date, l'heure, la durée et la nature de la visite ou de l'opération. Il peut aussi s'étendre à de l'information sur l'usage fait de codes d'autorisation attribués à des particuliers, y compris les cas où les codes ont pu être utilisés avec succès ou non, la date, l'heure et la fréquence d'utilisation. **Catégorie de personnes :** Les employés de l'organisme et des particuliers autres qui font usage des réseaux électroniques du gouvernement fédéral. **But :** Les renseignements stockés dans le fichier sont recueillis aux fins des enquêtes sur les cas soupçonnés ou présumés d'usage détourné des réseaux électroniques de l'État. **Usages compatibles :** Les renseignements peuvent servir à justifier les mesures disciplinaires prises à la suite d'une infraction aux politiques de l'organisme ou du Conseil du Trésor concernant l'usage des réseaux électroniques. **Normes de conservation et de destruction :** Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AI/RP de l'institution en question. **No. ADD : 98/005 Numéro de fichier : POE 919**

programmes de formation et de perfectionnement, y compris des programmes liés à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux.

Usages compatibles : Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données d'auto-identification volontaire aux renseignements consignés dans d'autres fichiers, afin de faciliter la mise en œuvre et l'évaluation des politiques du gouvernement concernant les programmes d'équité en matière d'emploi.

Normes de conservation et de destruction : Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'ALRP de l'institution en question. **No. ADD : 98/005**

Numéro de fichier : POE 905

Garderie en milieu de travail

Description : Ce fichier ordinaire renferme des renseignements recueillis à partir d'enquêtes menées par les ministères auprès de leurs employés pour évaluer la demande de garderies en milieu de travail. Ces renseignements ont été compilés dans le but de déterminer l'aide financière permanente sur laquelle pourront compter les garderies pour ce qui est de la location des locaux, et d'évaluer la politique sur les garderies. Ils peuvent comprendre des données personnelles sur l'employé ou l'utilisateur, ou encore sur ses enfants, et peuvent porter sur la demande prévue, la probabilité qu'un employé inscrive un enfant dans une garderie parrainée par le ministère et les raisons qui pourraient l'inciter à l'y inscrire. Les renseignements seront communiqués volontairement et ne pourront être utilisés qu'avec le consentement des employés.

Catégorie de personnes : Tous les employés des ministères et organismes fédéraux énumérés à la partie I de l'annexe I de la Loi sur les relations de travail dans la fonction publique. **But :** Le fichier servira à déterminer si l'intérêt et la demande sont suffisants pour que le ministère envisage réellement (étude de viabilité) la possibilité d'établir une garderie en milieu de travail. Il permettra de déterminer le niveau d'aide que le gouvernement fédéral

est prêt à accorder à la garderie en ce qui concerne la location des locaux. Il servira également à évaluer la politique sur les garderies. **Usages compatibles :** Les renseignements contenus dans ce fichier seront utilisés pour effectuer les recherches et compiler les statistiques nécessaires à l'établissement d'une garderie. Ils permettront également d'évaluer et de surveiller la politique sur les garderies dans la fonction publique fédérale, ainsi que le niveau d'aide que le gouvernement fédéral est prêt à accorder dans le cadre de cette politique pour la location des locaux destinés aux garderies. L'information pourra être communiquée au Conseil du Trésor, au ministère, au comité constitué avec l'approbation du ministère, à un ministère gardien et au conseil d'administration de la garderie. C'est à partir de ces renseignements et de ceux tirés des fichiers mentionnés ci-dessous que le ministère pourra déterminer le nombre d'employés qui utilisent une garderie et leur profil. **Normes de conservation et de destruction :** Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'ALRP de l'institution en question. **No. ADD : 98/005**

Numéro de fichier : POE 930

Griefs

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation ; les accusés de réception et les réponses de la direction ; les rapports d'enquête et d'analyse ; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs, même au niveau de la Commission des relations de travail dans la Fonction publique. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure, y compris les renvois à la Commission des relations de travail dans la Fonction publique.

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évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel ; les documents relatifs aux examens et à leurs résultats ; les listes d'admissibilité ; les offres d'emploi ; les avis destinés aux candidats ; les avis relatifs au droit d'appel et les documents à cet égard ; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le Numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi. **Usages compatibles :** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la Fonction publique (CFF) sur la « Communication de renseignements à la suite d'une sélection » en vue d'expliquer les raisons de la décision. Il faut, le cas échéant, inscrire le numéro du concours.

Normes de conservation et de destruction : Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, « fins administratives » s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AI/PP de l'institution en question. **No. ADD :** 98/005 **Numéro de fichier :** POE 912

Numéro de fichier : POE 902

Évaluation du rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. **Usages compatibles :** Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. **Normes de conservation et de destruction :** Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, « fins administratives » s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AI/PP de l'institution en question. **No. ADD :** 98/005 **Numéro de fichier :** POE 912

Formation et perfectionnement
Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations ; le Code d'identification de dossier personnel ; le statut de membre d'un groupe visé par l'équité en matière d'emploi ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **Catégorie de personnes :** d'améliorer son rendement. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des

gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AI/RP de l'institution en question. **No. ADD : 98/001 Numéro de fichier : POE 917**

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et à la rémunération et aux avantages ; à la sécurité professionnelle ; aux langues officielles ; à la discipline ; au niveau de sécurité ; et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le Numéro d'assurance sociale ; le Code d'identification de dossier personnel ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs non gouvernementaux, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas

échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; les passeports et les permis d'armes à feu nécessaires pour occuper le poste ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline ; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelle ; aux langues officielles ; à la discipline ; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Travaux publics et Services gouvernementaux Canada, car ils facilitent le paiement des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe ; aux syndicats (rétention des cotisations) ; et à Développement des ressources humaines Canada (aux fins des pensions). **Normes de conservation et de destruction :** L'organisme employeur conserve les documents pendant un an après la fin de la période d'emploi, puis il les confie au Centre fédéral de documents, Région de la Capitale nationale, Archives nationales du Canada. Les documents sont détruits par les Archives nationales du Canada lorsque l'employé a 80 ans, pourvu que deux années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. **No. ADD : 98/005 et 98/018 Numéro de fichier : POE 901**

Dotation

Description : Ce fichier contient les demandes de dotation ; les descriptions de poste ; les échelles de salaire ; les profils de sélection ; les affiches de concours ; les demandes de mutation ; les listes de mises à pied ; les imprimés d'ordinateur relatifs au répertoire des ressources humaines ; les demandes d'emploi des candidats ; les listes de candidats ; les

détails des enquêtes menées par le SCRS sont conservés dans un fichier du SCRS. Catégories de personnes : Les personnes qui travaillent ou qui souhaitent travailler pour le gouvernement fédéral par voie de nomination, d'affectation, par l'entremise d'une agence de services temporaires ou d'un contrat, et dont le poste exige une vérification de la fiabilité ou une autorisation de sécurité. **But :** Ce fichier permet de conserver et de conserver de l'information pertinente à la détermination de l'identité, de l'honnêteté, de la fiabilité, de la pertinence et de la loyauté d'une personne dans le but de protéger les biens de l'employeur et de fournir l'information nécessaire à un contrôle de sécurité, conformément à la Politique du gouvernement sur la sécurité. Les institutions ont uniquement accès à l'information contenue dans ce fichier et non à l'information relative aux enquêtes du fichier du SCRS. **Usages compatibles :** Justifier les décisions touchant les nouveaux employés, les mutations, les promotions, les mesures disciplinaires et les licenciements ou la résiliation d'ententes contractuelles. **Normes de conservation et de destruction :** Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives", s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question. **No. ADD : 98/001 Numéro de fichier : POE 924**

Divuligation interne d'information concernant des actes fautifs au travail

Description : Ce fichier porte sur l'élaboration, la mise en œuvre et l'administration des mécanismes internes de gestion de la divulgation des actes fautifs. Il contient les demandes générales d'information, les conseils et les plaintes officielles et officielles concernant des actes fautifs. Les dossiers connexes contiennent les lettres de divulgation d'actes fautifs, la date et la nature des actes fautifs, le nom du présumé responsable des actes fautifs et d'autres renseignements pertinents, les comptes rendus des entrevues ; les conclusions finales des enquêtes et des analyses des événements ainsi que les comptes rendus des décisions prises. Ce fichier contient aussi de l'information utilisée pour établir le rapport annuel, ce qui comprend l'efficacité des mécanismes de

détection et de correction des actes fautifs, une analyse des divulgations et des recommandations pour améliorer le processus. **Catégorie de personnes :** Les employés qui relèvent de tous les ministères et organismes de la fonction publique énumérés à la partie I de l'annexe I de la Loi sur les relations de travail dans la fonction publique. **But :** Ce fichier est utilisé pour compiler l'information nécessaire pour donner suite aux plaintes déposées aux termes de la Politique sur la divulgation interne d'information concernant des actes fautifs au travail et, dans les cas où des actes fautifs ont été commis, pour déterminer les mesures à prendre (mesures administratives ou disciplinaires ou poursuites) pour mettre fin aux actes fautifs. De plus, ce fichier est utilisé pour compiler l'information nécessaire pour traiter dans un rapport annuel des statistiques, des enjeux, des difficultés et des recommandations connexes. **Usages compatibles :** Pour étayer les décisions sur les mesures disciplinaires prises ou les poursuites intentées à la suite de la divulgation d'actes fautifs. Pour assurer l'équité du processus d'enquête et documenter les conclusions et les recommandations découlant de l'enquête menée à la suite de la divulgation d'actes fautifs. Pour faciliter la rédaction d'un rapport annuel à l'intention de l'administrateur général de l'institution. **Normes de conservation et de destruction :** Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives", s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question. **No. ADD : 98/005 Numéro de fichier : POE 923**

Cartes d'identification et laissez-passer

Description : Ce fichier contient des photographies, des formules d'identification et la correspondance connexe à l'émission des cartes d'identité et les laissez-passer. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but d'émagasiner des renseignements connexes à l'émission de cartes d'identité et de laissez-passer. **Usages compatibles :** Émettre des cartes d'identité et des laissez-passer. **Normes de conservation et de destruction :** Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être

personnel. La base de données des cartes d'identification et laissez-passer peut consigner les heures d'arrivée et de sortie des installations, et être utilisée dans les cas d'incidents touchant la sécurité comme des vols ou des situations d'urgence. Dans pareille éventualité, l'information peut être partagée avec les autorités policières pertinentes et les équipes d'urgence. **Normes de conservation et de destruction** : Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'ALPRP de l'institution en question. **No. ADD** : 98/001

Numéro de fichier : POE 917

Code régissant les conflits d'intérêts et l'après-mandat

Description : Ce fichier renferme (1) les documents d'attestation montrant que l'employé a lu et compris le Code de la Fonction publique et s'engage à observer le Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exibilités visées par les articles 21 et 22, et participe aux activités décrites dans l'article 26 du Code de la Fonction publique ; (2) des rapports confidentiels sur les biens, les exibilités et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts et l'après-mandat ; (3) des rapports d'enquêtes et de la correspondance concernant des conflits réels ou potentiels entre les intérêts privés ou les biens de l'employé et ses fonctions et responsabilités officielles. **Catégorie de personnes** : Employés fédéraux. **But** : Ce fichier renferme des renseignements (1) indiquant si l'employé a lu et compris le Code de la Fonction publique et s'engage à l'observer comme condition d'emploi ; (2) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'organismes ou ministères fédéraux ; (3) qui permettent de tenir un registre des conflits d'intérêts potentiels, de résoudre les conflits d'intérêts réels, et (4) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions réduisant le délai de prescription. **Usages compatibles** : Résoudre des conflits d'intérêts réels et potentiels et appuyer les

décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Permettre aux agents désignés de déterminer si un ancien fonctionnaire respecte les mesures d'observation d'après-mandat qui lui sont applicables. Cela influe sur la capacité courante d'un agent public quant à la manière de traiter l'ancien fonctionnaire. **Normes de conservation et de destruction** : Les renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'ALPRP de l'institution en question. **No. ADD** : 98/005

Numéro de fichier : POE 915

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Description : Ce fichier contient de l'information recueillie par des institutions gouvernementales lors de vérification de la fiabilité et d'autorisations de sécurité relativement à des personnes qui travaillent ou qui soumettent une demande d'emploi auprès d'une institution fédérale à la suite d'une nomination, d'une affectation ou de l'obtention d'un contrat, conformément à la Politique du gouvernement sur la sécurité (PGS). On retrouve, dans ce fichier, les formulaires de consentement et d'autorisation du personnel dûment remplis, la documentation pertinente sur les autorisations de sécurité et les antécédents personnels, les données attestant des études, titres et qualités professionnelles, les données sur l'emploi, la vérification du casier judiciaire (y compris les empreintes digitales utilisées dans le cadre du contrôle de sécurité), la vérification de la solvabilité lorsqu'il y a lieu, des photos ainsi que d'autres renseignements personnels. L'information fournie par les candidats peut uniquement être partagée avec les agences d'évaluation du crédit, la GRC et le SCRC qui procède aux vérifications requises en vertu de la PGS, ou à des fins de transférabilité telle que définie dans la Norme sur la sécurité du personnel de la PGS, et les bureaux de la sécurité d'autres ministères fédéraux. Le niveau de fiabilité et les autorisations de sécurité peuvent être annexés au Dossier personnel de l'employé. Les

Description des fichiers ordinaires

Accidents d'automobile, de bateau, d'embarcation et d'avion

Description : Ce fichier contient des rapports sur les accidents ; des réclamations pour les dommages subis ;

des décisions du tribunal ; des règlements des

transactions et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des

embarcations et des avions loués ou appartenant à l'État, ainsi qu'à des véhicules, bateaux, embarcations et avions

privés utilisées à des fins professionnelles. Pour les renseignements au sujet des rapports d'enquête sur les

accidents et sur les maladies ou les lésions personnelles, ainsi que les congés et avantages qui y sont associés,

voir le fichier ordinaire n° 907. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a

pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et

d'avion survenus à des employés du gouvernement. **Usages compatibles :** Déterminer la responsabilité pour

de tels accidents et approuver leur règlement. **Normes de conservation et de destruction :** Les

renseignements personnels, tels que décrits dans le Répertoire des renseignements personnels, peuvent être

gardés pendant différentes périodes de temps, au choix de chaque institution fédérale. Au minimum, les

renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins

deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers

doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national

du Canada. Selon la Loi sur la protection des renseignements personnels, "fins administratives"

s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant

laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AI/PP de l'institution en

question. **Numéro de fichier :** POE 908

Aide aux employés

Description : Ce fichier contient des renseignements administratifs de façon confidentielle touchant la

participation d'un employé au Programme d'aide aux employés (PAE) ; les avis de mise en rapport volontaire ou

obligatoire (connexe au rendement au travail) ; les dossiers de mise en rapport avec des professionnels de la

santé ou un organisme de réadaptation, et les rapports et interprétations non médicales concernant les capacités ou

les limites de travail de l'employé. Tous les renseignements médicaux personnels sont conservés à

titre de renseignements médicaux protégés dans un fichier administré par l'Agence des services d'hygiène du

travail et du milieu. Les dossiers ayant trait aux lacunes en

matière de rendement de l'employé, à l'absentéisme et

aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme

ou du ministère, et non dans les dossiers du PAE. **Catégorie de personnes :** Employés de l'institution.

But : Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du

Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counseling, s'il est nécessaire

de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation.

Usages compatibles : Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. **Normes**

de conservation et de destruction : Les renseignements personnels, tels que décrits dans le

Répertoire des renseignements personnels, peuvent être gardés pendant différentes périodes de temps, au choix

de chaque institution fédérale. Au minimum, les renseignements personnels utilisés à des fins

administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur

destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de

disposition de documents établies par l'Archiviste national du Canada. Selon la Loi sur la protection des

renseignements personnels, "fins administratives" s'entend de l'utilisation de renseignements dans le

processus décisionnel qui affecte directement un individu. Pour connaître la période de temps particulière pendant

laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer

avec le coordinateur de l'AI/PP de l'institution en question. **No. ADD :** 98/005 **Numéro de fichier :**

POE 916

Cartes d'identification et laissez-passer

Description : Ce fichier contient les photos, signatures, noms, prénoms et numéros de carte des détenteurs de

laissez-passer, les formulaires d'identification ainsi que la correspondance liée à l'émission et au maintien des

cartes d'identification et laissez-passer, de même que les registres de contrôle de l'accès. **Catégorie de**

personnes : Les employés et personnes en affectation ou à contrat, qui doivent avoir accès à une institution

fédérale. **But :** Le but de ce fichier est de conserver l'information sur l'émission, l'utilisation et l'annulation des

cartes d'identification et laissez-passer, et de contribuer à assurer la sécurité des installations gouvernementales

ainsi que celle des personnes et des biens qui se trouvent dans de telles installations. **Usages compatibles :**

Emission de cartes d'identification et de laissez-passer. De plus, avec le consentement de la personne visée, les

photos conservées en dossier peuvent servir à des fins d'identification pour appuyer le contrôle de sécurité du

Tribunal canadien des droits de la personne

Greg Miller
900 – 473, rue Albert
Ottawa (Ontario) K1A 1J4

Tél : (613) 995-1707
Télé : (613) 995-3484

**Tribunal canadien des relations
professionnelles artistes-producteurs**

Josée Dubois
240, rue Sparks, 8^e étage Ouest
Ottawa (Ontario) K1A 1A1

Tél : (613) 996-4053
Télé : (613) 947-4125

Tribunal canadien du commerce extérieur

Susanne Grimes
333, avenue Laurier Ouest
Ottawa (Ontario) K1A 0G7

Tél : (613) 993-4717
Télé : (613) 998-1322

**Tribunal des anciens combattants
(révision et appel)**

voir Anciens Combattants Canada

Statistique Canada
Pamela White
Édifice R.H. Coats, 25^e étage
Parc Tunney
Ottawa (Ontario) K1A 0T6

Tél : (613) 951-3255
Télé : (613) 951-3825

**Table ronde nationale sur l'environnement
et l'économie**

Pierrette Guitard
344, rue Slater, bureau 200
Ottawa (Ontario) K1R 7Y3

Tél : (613) 943-2182
Télé : (613) 995-0605

Téléfilm Canada
Stéphane Odessa
360, rue Saint-Jacques, bureau 700
Montréal (Québec) H2Y 4A9

Tél : (514) 283-6363 poste 2130
Sans frais : 1-800-567-0890
Télé : (514) 283-8212

Transports Canada

Kathy Wesley
Place de Ville, tour C, 26^e étage
330, rue Sparks
Ottawa (Ontario) K1A 0N5

Tél : (613) 993-6162
Télé : (613) 991-6594

**Travaux publics et Services
gouvernementaux Canada**

Anita Lloyd
Place du Portage, Phase III
11, rue Laurier, pièce 5C1
Gatineau (Québec) K1A 0S5

Tél : (819) 956-1816
Télé : (819) 994-2119

Service canadien du renseignement**de sécurité**

Laurent Duguay
C.P. 9732, succursale T
Ottawa (Ontario) K1G 4G4
Tél : (613) 231-0506
Sans frais : 1-877-995-9903
Télé : (613) 231-0672

Service correctionnel du Canada

Mike Johnston
Edifice Sir Wilfrid Laurier
340, avenue Laurier Ouest
Ottawa (Ontario) K1A 0P9
Tél : (613) 943-5054
Télé : (613) 995-4412

Société canadienne des postes

Richard A. Sharp
2701, promenade Riverside, pièce N0060
Ottawa (Ontario) K1A 0B1
Tél : (613) 734-4369
Télé : (613) 734-7329

Société canadienne d'hypothèques**et de logement**

D.V. Tyler
700, chemin Montréal
Ottawa (Ontario) K1A 0P7
Tél : (613) 748-2892
Télé : (613) 748-4098

Société d'assurance-dépôts du Canada

Claudia Morrow
50, rue O'Connor, 17^e étage
Ottawa (Ontario) K1P 5W5
Tél : (613) 947-0268
Télé : (613) 996-6095

Société des ponts fédéraux Limitée

Norman B. Willians
55, rue Metcalfe, bureau 1210
Ottawa (Ontario) K1P 6L5
Tél : (613) 993-6880
Télé : (613) 993-6945

Société du Musée canadien des civilisations

Mark O'Neill
100, rue Laurier
Gatineau (Québec) J8X 4H2
Tél : (819) 776-7115
Télé : (819) 776-7196

Société du Musée des sciences et de la**technologie du Canada**

Ian MacLeod
2380, chemin Lancaster
C.P. 9724, succursale T
Ottawa (Ontario) K1G 5A3
Tél : (613) 991-6390
Télé : (613) 998-7759

Société immobilière du Canada limitée

Brian Way
200, rue King Ouest, bureau 1500
Toronto (Ontario) M5H 3T4
Tél : (416) 952-6176
Télé : (416) 952-6200

Solliciteur général Canada

Duncan Roberts
Immeuble Sir Wilfrid Laurier
340, avenue Laurier Ouest
Ottawa (Ontario) K1A 0P8
Tél : (613) 991-2931
Télé : (613) 990-9077

Office gwich'in d'aménagement territorial
Susan McKenzie
C.P. 2478

Inuvik (Territoires du Nord-Ouest) X0E 0T0
Tél : (867) 777-3506
Télé : (867) 777-2616

Office Gwich'in des terres et des eaux
Robert Alexie

C.P. 2018
Inuvik (Territoire du Nord-Ouest) X0E 0T0
Tél : (867) 777-4954
Télé : (867) 777-2616

Office national de l'énergie
Michel L. Mantha
444, 7^e Avenue S.-O.
Calgary (Alberta) T2P 0X8

Calgary (Alberta) T2P 0X8
Tél : (403) 299-2714
Téléco : (403) 292-5503

Office national du film du Canada
Geneviève Cousineau
3155, chemin de la Côte de Liesse
St-Laurent (Québec) H4N 2N4
Tél : (514) 283-9028
Télé : (514) 496-1646

Tél : (514) 283-9028
Télé : (514) 496-1646

E.W. Aumand
25, rue Eddy, 3^e étage
Gatineau (Québec) K1A 0M5

Tel : (819) 997-2894
Téléc : (819) 953-9524

Pêches et Océans Canada
Gary Lacey
200, rue Kent, 8^e étage
Ottawa (Ontario) K1A 0E6

Tel : (613) 993-2937
Téléc : (613) 998-1173

Ponts Jacques Cartier et Champlain
Incorporée, Les
Sylvie Lefebvre
Bureau 600, tour Ouest
1111, rue St-Charles Ouest
Longueuil (Québec) J4K 5G4

Tél : (450) 651-8771 poste 229
Télec : (450) 651-3249

**Résolution des questions des pensionnats
indiens Canada**
Margaret Kirkland
90, rue Sparks, pièce 341
Ottawa (Ontario) K1A 0H4

Tel: (613) 947-4148
Télé: (613) 996-2808

Ressources naturelles Canada
Jean Boulais
580, rue Booth, 1^{er} étage
Ottawa (Ontario) K1A 0E4

Tel : (613) 995-1305
Télec : (613) 995-0693

Santé Canada
J.A. (Hank) Scott

J.A. (Hank) Schriell
L.A. 1912C1
12^e étage édifice Jeanne Mance
Pre Tunney
Ottawa (Ontario) K1A 0K9

Ottawa (Ontario) K1A 0K9
Tél : (613) 957-3051
Télec : (613) 941-4541

Secrétariat du Conseil du Trésor du Canada
Jocelyne Sabourin

Jocelyne Sabourin
L'Esplanade Laurier, tour Est
140, rue O'Connor, 8^e étage
Ottawa (Ontario) K1A 0R5

Tel: (613) 957-7154
Télé: (613) 946-6256

Séquestre des biens ennemis
voir Travaux publics et Services
gouvernementaux

Office de commercialisation du poisson d'eau douce Bruce Syme 1199, chemin Plessis Winnipeg (Manitoba) R2C 3L4 Tél : (204) 983-6461 Téléc : (204) 983-6497	Office de répartition des approvisionnementns d'énergie voir Ressources naturelles Canada	Office de stabilisation des prix agricoles voir Agriculture et Agroalimentaire Canada	Office des droits de surface du Yukon Ian C. Pumphrey C.P. 31201 Whitehorse (Territoire Yukon) Y1A 5P7 Tél : (867) 667-7695 Téléc : (867) 668-5892	Office des eaux des Territoires du Nord-Ouest Vicki Losier Immeuble Goga Cho, 2 ^e étage C.P. 1500 Yellowknife (Territoires du Nord-Ouest) X1A 2R3 Tél : (867) 669-2772 Téléc : (867) 669-2719	Office des eaux du Territoire du Yukon Judi White 419, rue Range, pièce 106 Whitehorse (Yukon) Y1A 3V1 Tél : (867) 667-3980 Téléc : (867) 668-3628	Office des indemnisations pétrolières voir Ressources naturelles Canada	Office des normes du gouvernement canadien voir Travaux publics et Services gouvernementaux
Office des produits agricoles voir Pêches et Océans Canada	Office des terres et des eaux de la vallée du Mackenzie Wanda Anderson 4910 - 50 ^e Avenue, 7 ^e étage C.P. 2130 Yellowknife (Territoires du Nord-Ouest) X1A Tél : (867) 669-0506 Téléc : (867) 873-6610	Office des terres et des eaux du Sathu Larry Wallace C.P. 1 Fort Good Hope (Territoires du Nord-Ouest) XOE 0H0 Tél : (867) 598-2413 Téléc : (867) 598-2325	Office des transports du Canada John Parkman Edifice Jules Léger 15, rue Eddy Gatineau (Québec) K1A 0N9 Tél : (819) 994-2564 Téléc : (819) 997-6727	Office d'examen des répercussions environnementales de la vallée du Mackenzie Roland Semjanovs C.P. 938 Yellowknife (Territoires du Nord-Ouest) X1A 2N7 Tél : (867) 766-7051 Téléc : (867) 766-7074			

Instituts de recherche en santé du Canada

Guy D'Aloisio
410, avenue Laurier Ouest, 9^e étage
Indice de l'adresse 4209A
Ottawa (Ontario) K1A 0W9

Tél : (613) 954-1946
Télé : (613) 954-1800

Justice Canada

voir Ministère de la Justice Canada

Ministère de la Justice Canada

Kerri Clark
284, rue Wellington, 1^{er} étage
Ottawa (Ontario) K1A 0H8

Tél : (613) 954-0617
Télé : (613) 957-2303

Ministères des Affaires étrangères et du

Commerce international

Barbara Richardson
Edifice Lester B. Pearson
125, promenade Sussex
Ottawa (Ontario) K1A 0G2

Tél : (613) 992-1425
Télé : (613) 995-0116

Ministère des Finances Canada

Cynthia Richardson
L'Esplanade Laurier, tour Est
140, rue O'Connor, 21^e étage
Ottawa (Ontario) K1A 0G5

Tél : (613) 992-6923
Télé : (613) 947-8331

Monnaie royale canadienne

Marguerite Nadeau
320, promenade Sussex
Ottawa (Ontario) K1A 0G8

Tél : (613) 993-1732
Télé : (613) 990-4665

Musée canadien de la nature

Greg Smith
C.P. 3443, succursale D
Ottawa (Ontario) K1P 6P4

Tél : (613) 566-4214
Télé : (613) 364-4021

Musée des beaux-arts du Canada

Frances J. Cameron
380, promenade Sussex
Ottawa (Ontario) K1N 9N4

Tél : (613) 990-1928
Télé : (613) 993-9163

Office Canada-Nouvelle-Écosse des

hydrocarbures extracôtiers

Michael S. McPhee
Centre TD, 6^e étage
1791, rue Barrington
Halifax (Nouvelle-Écosse) B3J 3K9

Tél : (902) 422-5588
Télé : (902) 422-1799

Office Canada-Terre-Neuve des

hydrocarbures extracôtiers

Jim Doyle
TD Place, 5^e étage
140, rue Water
St. John's (Terre-Neuve) A1C 6H6

Tél : (709) 778-1464
Télé : (709) 778-1473

Office d'aménagement territorial du Saktu

C.P. 235
Fort Good Hope (Territoires du Nord-Ouest)
X0E 0H0

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Télé : (604) 666-1647

Administration du pipe-line du Nord Canada
Kris Panday

Édifice Lester B. Pearson
125, Promenade Sussex
Ottawa (Ontario) K1A 0G2
Tél : (613) 944-0358
Télé : (613) 944-8493

Si vous désirez obtenir un exemplaire du **Répertoire des centres fédéraux de demande de renseignements** ou un dépliant sur la Loi sur l'accès à l'information ou la Loi sur la protection des renseignements personnels, veuillez communiquer avec :

Le Centre de distribution du Conseil du Trésor

L'Esplanade Laurier, pièce P-140, niveau P-1W
300, avenue Laurier Ouest, Ottawa (Ontario) K1A 0R5

Téléphone(613) 995-2855
Télocopieur.....(613) 996-0518
CourrielServices-Publications@tbs-sct.gc.ca

Si vous désirez acheter un exemplaire de **Sources de renseignements fédéraux** ou de **Sources de renseignements sur les employés fédéraux**, veuillez communiquer avec :

Les Éditions du gouvernement du Canada – Communication Canada

Ottawa (Ontario) K1A 0S9

Téléphone(819) 956-4800
Télocopieur.....(819) 994-1498
Numéro sans frais.....1-800-635-7943
Site Internetwww.communication.gc.ca/publications/publications_f.html

Info Source est également disponible sur Internet à l'adresse suivante :
infosource.gc.ca

Nota : Les demandes faites en vertu de la Loi sur la protection des renseignements personnels doivent être transmises aux institutions appropriées dont les adresses apparaissent dans les pages suivantes.

Si vous êtes dans l'incertitude quant à l'organisme ou ministère fédéral auquel vous devriez vous adresser, une communication par lettre ou téléphone à tout coordonnateur de l'AIPRP devrait vous mettre sur la bonne voie.

Pour les personnes handicapées Les personnes qui ne sont pas en mesure d'exercer leurs droits en ayant recours aux procédures habituelles peuvent obtenir de l'aide additionnelle de l'un des bureaux d'un coordonnateur de l'Accès à l'information et de la protection des renseignements personnels.

H. Où obtenir plus de renseignements

Vous pouvez consulter les publications **Info Source** ou obtenir des dépliants sur la Loi sur l'accès à l'information ou sur la Loi sur la protection des renseignements personnels à différents endroits à l'intérieur des ministères et organismes, par exemple au bureau du coordonnateur de l'AIPRP et à la bibliothèque.

Si vous désirez obtenir plus de renseignements au sujet d'**Info Source**, de **Sources de renseignements fédéraux**, de **Sources de renseignements sur les employés fédéraux** ou de la Loi sur la protection des renseignements personnels, vous pouvez communiquer avec :

Le Secrétariat du Conseil du Trésor du Canada

L'Esplanade Laurier, 8^e étage, tour Est
140, rue O'Connor, Ottawa (Ontario) K1A 0R5

Téléphone(613) 957-2455
Télocopieur.....(613) 952-7287
Courriel.....infosource@tbs-sct.gc.ca
Site Internet.....www.tbs-sct.gc.ca

La divulgation de l'information Le gouvernement peut divulguer votre information à quelqu'un d'autre que vous seulement avec votre consentement ou lorsque certains critères de la *Loi sur la protection des renseignements personnels* s'appliquent, par exemple dans le cas d'une citation juridique.

Les délais En vertu de la *Loi*, l'information que vous demandez devrait vous être communiquée en tout ou en majeure partie dans un délai de 30 jours ou moins après réception de la demande. Si une prorogation est nécessaire, vous en serez avisé dans les 30 premiers jours et on vous donnera la raison pour laquelle une période additionnelle de 30 jours pourrait être requise.

Le Commissaire à la protection de la vie privée

Le Commissaire à la protection de la vie privée est un représentant du public qui possède le pouvoir d'examiner les plaintes relatives aux irrégularités touchant la collecte, l'usage, l'entreposage, la divulgation et la façon de disposer des renseignements personnels. Le Commissaire à la protection de la vie privée peut également vous aider si vous êtes insatisfait de la réponse obtenue ou du temps qu'il a fallu pour l'obtenir.

Lorsque le Commissaire a terminé son enquête, toute personne qui est d'avis qu'on ne lui a toujours pas accordé l'accès aux renseignements personnels auxquels elle estime avoir droit, peut en appeler à la Section de première instance de la Cour fédérale.

Vous pouvez communiquer par écrit ou par téléphone avec le bureau du Commissaire à :

Bureau du Commissaire à la protection de la vie privée

Place de Ville, 3^e étage, tour B
112, rue Kent, Ottawa (Ontario) K1A 1H3

Renseignements généraux(613) 995-8210
Télécopieur.....(613) 947-6850
Numéro sans frais.....1-800-282-1376
ATME(613) 992-9190
Site Internetwww.privcom.gc.ca

G. Pour utiliser Info Source rapidement et efficacement Repérez le chapitre du ministère ou de l'organisme fédéral le quel, d'après vous, aurait l'information que vous recherchez. Consultez les dossiers de programmes et les fichiers de renseignements personnels de cet organisme.

Comment faire une demande

Lorsque vous avez décidé de faire une demande officielle en vertu de la *Loi sur la protection des renseignements personnels*, voici la procédure à suivre :

- Obtenez un **Formulaire de demande d'accès à des renseignements personnels** dans les endroits où la publication **Info Source** est disponible (y compris le site Internet : www.tbs-sct.gc.ca/tbsf-fsct_f.html).

- Remplissez le formulaire et identifiez-vous de façon à ce que le gouvernement puisse vérifier qui vous êtes, autrement dit, que c'est bien vous et non quelqu'un d'autre qui veut obtenir votre information. Plus les renseignements que vous fournirez seront précis, le plus promptement vous recevrez une réponse.

- Faites parvenir le formulaire au coordonnateur de l'accès à l'information et de la protection des renseignements personnels de votre ministère ou organisme fédéral.

- Si vous êtes un ancien fonctionnaire, adressez-vous aux Archives nationales du Canada, 395, rue Wellington, Ottawa (Canada), K1A 0N3, (613) 995-5138.

Il n'y a aucuns frais pour faire une demande en vertu de la *Loi sur la protection des renseignements personnels*.

Pour apporter des changements aux renseignements Si vous croyez que les renseignements qu'un organisme fédéral détient sur vous sont faux ou trompeurs, vous êtes en droit d'en demander la rectification. Si cet organisme refusait de faire les modifications requises, il serait tenu de porter une note à votre dossier faisant état de votre demande de correction.

La sauvegarde des renseignements personnels La protection des renseignements personnels et de la vie privée est un autre but très important de la *Loi sur la protection des renseignements personnels*. La *Loi* stipule quand et comment le gouvernement peut recueillir, entreposer et disposer des renseignements personnels. Elle stipule aussi très précisément pour quelles raisons et de quelle façon l'information peut être utilisée ou distribuée, et qui peut la recevoir et en faire usage.

documents qui ne s'avèrent plus utiles au plan opérationnel, en autorisant leur destruction (à la discrétion des institutions), en demandant leur transfert aux Archives nationales du Canada ou en autorisant leur aliénation du contrôle du gouvernement du Canada.

Responsabilités de chaque institution

Les institutions gouvernementales doivent fournir chaque année au Secrétaire du Conseil du Trésor des descriptions portant sur leurs organismes et sur leurs fonds de renseignements. Ces descriptions servent à produire les publications exigées aux termes de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*. Par conséquent, chaque ministère et chaque organisme est entièrement responsable des renseignements qu'il fournit.

F. *Loi sur la protection des renseignements personnels*

La collecte des renseignements personnels fait partie des activités quotidiennes des ministères et organismes du gouvernement fédéral. La *Loi sur la protection des renseignements personnels* garantit aux citoyens canadiens et aux personnes présentes au Canada l'accès à l'information à leur sujet qui est détenue par le gouvernement fédéral. La *Loi* les protège également de la divulgation non autorisée de ces renseignements personnels. De plus, elle place des contrôles très stricts sur la façon dont le gouvernement peut collecter, utiliser, entreposer et divulguer des renseignements personnels, et sur la façon dont il peut en disposer.

La plupart des renseignements sont disponibles sur demande Dans bien des cas, vous pouvez, en tant qu'employé du gouvernement fédéral, obtenir vos renseignements d'un organisme fédéral sans avoir à faire une demande officielle en vertu de la *Loi sur la protection des renseignements personnels*. Vous devriez d'abord vous mettre en communication avec un agent du personnel de l'organisme où vous êtes présentement employé, en vous adressant soit à l'administration centrale ou à un bureau régional, le cas échéant.

Certains renseignements personnels sont confidentiels En vertu de la *Loi sur la protection des renseignements personnels*, le gouvernement fédéral est tenu de garder certains types de renseignements personnels sous le sceau de la confidentialité. En général, de tels renseignements ont trait à d'autres personnes, à la sécurité nationale et à l'exécution de la *Loi*.

Il incombe également au Trésor de produire chaque année un répertoire des renseignements personnels qui permet à la fois d'expliquer au public quel traitement le gouvernement accorde aux renseignements personnels et qui aide le public à mieux exercer ses droits en vertu de la *Loi sur la protection des renseignements personnels*. Le Secrétariat du Conseil du Trésor s'acquitte de cette tâche en produisant chaque année la publication **Info Source** qui regroupe les publications suivantes :

- Sources de renseignements fédéraux
 - ◆ Cette publication fournit une description de l'organisme et de son fonds de renseignements.
- Sources de renseignements sur les employés fédéraux
 - ◆ Cette publication énumère toutes les bases de renseignements personnels qui renferment des renseignements sur les employés fédéraux.
- Répertoire des centres fédéraux de demande de renseignements
 - ◆ Cette publication fournit les coordonnées de personnes-ressources au sein des ministères et des organismes fédéraux.
- Dépliant sur la *Loi sur l'accès à l'information* ou sur la *Loi sur la protection des renseignements personnels*
 - ◆ Cette publication fournit des descriptions sommaires portant sur les procès fédéraux et les statistiques sur les demandes soumises en vertu de la LAI et de la LPPR.

La publication **Info Source** est distribuée dans les bibliothèques, les bureaux municipaux et les centres gouvernementaux à l'échelle du Canada.

Responsabilités des Archives nationales du Canada

Établies en application de la *Loi sur les Archives nationales* (1987), les Archives nationales assument diverses responsabilités liées à la disposition des renseignements produits par les institutions fédérales à l'appui des politiques publiques, de la gestion gouvernementale et de la prestation des programmes. Ces responsabilités comprennent l'autorisation accordée aux institutions gouvernementales de disposer de documents, et la conservation des documents qui revêtent une importance historique ou d'archives. Dans le cadre du Programme de disposition des documents gouvernementaux, l'Archiviste national accorde des *Autorisations de disposer de documents* (ADD) qui permettent aux institutions gouvernementales de disposer de

D. Fichiers de renseignements personnels

Ces fichiers donnent un aperçu du type de renseignements sur les personnes qui sont détenus par les ministères et organismes fédéraux. En vertu de la *Loi sur la protection des renseignements personnels*, les fichiers de renseignements personnels doivent contenir tous les renseignements personnels accessibles au moyen du nom d'une personne, d'un numéro d'identification, d'un symbole ou d'une autre caractéristique exclusive à cette personne. Ces fichiers doivent aussi contenir les renseignements personnels qui ont été ou qui sont utilisés, ou encore, qui peuvent servir à des fins administratives.

La présente publication contient trois catégories de fichiers de renseignements personnels, soit :

Fichiers ordinaires On compte 23 fichiers ordinaires dans lesquels sont répertoriés des renseignements de nature administrative détenus par plusieurs institutions gouvernementales et qui visent les employés. Chaque institution peut détenir un grand nombre de ces fichiers ou tous ces fichiers. On y retrouve des renseignements sur la paie et les avantages sociaux, la formation et le perfectionnement, le rendement, etc.

Fichiers centraux Les fichiers centraux sont conservés par les organismes centraux tels que la Commission de la fonction publique, le Secrétariat du Conseil du Canada et Travaux publics et Services gouvernementaux Canada. Ces fichiers comprennent des renseignements concernant les employés de quelques-uns ou de l'ensemble des organismes fédéraux.

Fichiers particuliers Les fichiers particuliers contiennent des renseignements personnels sur les employés et sont créés par les ministères ou les organismes pour répondre à leurs besoins.

E. Rôles et responsabilités

Responsabilités du Conseil du Trésor

En vertu de la *Loi sur l'accès à l'information*, le Conseil du Trésor est chargé de produire et de disséminer annuellement une publication comprenant une description des organismes gouvernementaux, des instances responsables des programmes et des catégories de documents de manière suffisamment claire et détaillée pour permettre au public d'exercer les droits qui lui sont conférés aux termes de la *Loi sur l'accès à l'information*.

Catégories de renseignements personnels Il s'agit de renseignements personnels dont on ne fait pas usage pour des fins administratives ou que l'on ne peut extraire au moyen du nom ou d'autres données d'identité. Ainsi, les opinions non sollicitées, les plaintes et la correspondance générale sont comprises dans ces catégories, lesquelles ont été établies afin de s'assurer que les ministères et organismes du gouvernement déclarent tous les renseignements personnels qu'ils détiennent.

Coordonnateur de l'accès à l'information et de la protection des renseignements personnels

Chaque ministre ou organisme du gouvernement fédéral a un Coordonnateur de l'AI/PRP dont le bureau est doté de personnel qui peut répondre à vos questions et vous aider à préciser les dossiers que vous désirez voir. Vous pouvez communiquer avec les coordonnateurs en personne, par téléphone, ou par écrit. Si vous envoyez une lettre, fournissez le plus de détails possible afin que le personnel puisse repérer le dossier et vous faire parvenir une réponse dans les plus brefs délais.

Cycle de vie de l'information Le cycle de vie de l'information comprend toutes les étapes de planification, de cueillette, de création, d'acceptation et de saisie de l'information; son organisation, sa récupération, son utilisation, son accessibilité, sa dissémination et sa transmission; son entreposage, son entretien et sa protection; ainsi que sa disposition et sa préservation.

Lignes directrices concernant la conservation des documents Les institutions gouvernementales doivent s'assurer que la gestion de tous les renseignements et de tous les fichiers est conforme au cycle de vie établi. Les lignes directrices concernant la conservation des documents prévoient un échéancier pour la durée de vie des renseignements et des fichiers institutionnels que conserve une institution lorsque les renseignements et les fichiers ne répondent plus aux besoins opérationnels, légaux ou autres, et lorsque les Autorisations de disposition de documents peuvent s'appliquer aux fonds de renseignements et de fichiers en vue d'une disposition finale.

Il incombe à chaque institution gouvernementale de comprendre et d'appliquer toute mesure légale qui vise la conservation des renseignements, en particulier ses propres lois. Chaque institution gouvernementale a donc l'obligation d'établir les périodes de conservation qui conviennent dans le cas de ses propres fichiers, y compris les documents de gestion commune régis par les APDD.

institutions gouvernementales ne sont plus obligées de soumettre des demandes et de conclure des ententes individuelles avec l'Archiviste national dans le cas de documents de nature administrative ou opérationnelle semblable.

Il existe présentement trois catégories de APDD :

1. Documents éphémères

- Autorisation de détruire des documents éphémères

2. Documents administratifs communs

- Fonction « administration générale » (Autorisation no 98/001)
- Fonction « administration immobilière » (Autorisation no 2001/002)
- Fonction « gestion du matériel » (Autorisation no 99/003)
- Fonction « gestion financière et fonction de contrôleur » (Autorisation no 99/004)
- Fonction « gestion des ressources humaines » (Autorisation no 98/005)

3. Documents d'exploitation communs et documents propres à un support particulier

- Documents institutionnels d'un cabinet de ministre (Autorisation no 96/021)
- Documents des responsables d'institutions fédérales (Autorisation no 96/022)
- Documents afférents à des systèmes d'imagerie électronique (Autorisation no 96/023)
- Secteurs créateurs d'affiches des institutions fédérales (Autorisation no 96/024)

- Documents audio-visuels entreposés au nom de ministères clients (Autorisation no 2001/004)

Pour toute question concernant l'application ou l'interprétation des Autorisations pluri-institutionnelles de disposer de documents, veuillez communiquer avec le Centre de coordination des activités de la disposition des documents des Archives nationales du Canada au (613) 947-1483 ou par courriel à RDBC@archives.ca.

- la description du contenu de chacun des Fichiers ordinaires — voir la définition ci-dessous.

Les chapitres

Un chapitre est consacré à chaque ministère ou organisme du gouvernement fédéral qui est assujéti à la *Loi sur la protection des renseignements personnels*. Chaque chapitre donne une description des renseignements personnels visant les fonctionnaires actuels ou les personnes qui ont déjà travaillé pour des organismes fédéraux, l'objet et l'utilisation prévue (utilisation uniforme) de l'information, ainsi qu'un énoncé sur la conservation et la disposition de l'information.

C. Termes utiles

Autorisation de disposition des documents Conformément à la *Loi sur les Archives nationales*, une Autorisation de disposition de documents est un outil délivré par l'Archiviste national pour guider les institutions fédérales qui désirent disposer de documents qui n'ont plus d'utilité fonctionnelle en autorisant leur destruction, en demandant leur transfert aux Archives nationales ou en autorisant leur aliénation du contrôle du gouvernement du Canada.

Il revient à chaque institution fédérale de prendre la décision de détruire les documents et d'établir le moment opportun pour ce faire. L'Autorisation de disposition de documents s'applique généralement lorsque les documents ne servent plus à appuyer les fonctions, les opérations et les activités courantes de l'organisme.

Autorisation pluri-institutionnelle de disposer de documents (APDD) Une APDD est une Autorisation de disposition de documents accordée par l'Archiviste national aux institutions gouvernementales sur une base pluri-institutionnelle dans le cas de documents gérés par toutes les institutions fédérales ou par un grand nombre d'entre elles, et qui permet aux institutions autorisées de disposer de documents sous réserve de certaines modalités. Grâce aux Autorisations pluri-institutionnelles de disposer de documents, les

A. Introduction

Nota : La présente introduction d'Info Source est imprimée en gros caractères afin d'en améliorer la lisibilité pour les personnes qui éprouvent des difficultés visuelles.

Info Source : Sources de renseignements sur les employés fédéraux vous aidera à repérer les renseignements personnels que le gouvernement fédéral détient sur vous si vous êtes présentement ou avez déjà été à son emploi. Cette publication vous guidera également dans l'exercice de vos droits en vertu de la *Loi sur la protection des renseignements personnels*.

La présente publication constitue un volume qui complète **Info Source : Sources de renseignements fédéraux**, une publication contenant des renseignements sur le gouvernement du Canada, sa structure organisationnelle et ses fonds de renseignements.

Des **bulletins** tels que le **Répertoire des centres fédéraux de demande de renseignements** complètent l'édition annuelle d'Info Source.

B. Ce que contient Info Source

La présente publication d'Info Source comporte trois éléments principaux :

La table des matières

La table des matières organisée par ordre alphabétique utilise le nom d'usage courant de chaque ministère ou organisme, par ex. Agriculture et Agroalimentaire Canada ou Santé Canada, plutôt que le titre officiel, c.-à-d. ministère de l'Agriculture et de l'Agroalimentaire, ou ministère de la Santé.

L'introduction

L'introduction comprend :

- des explications sur certains termes utilisés dans cette publication et sur quelques points essentiels de la *Loi sur la protection des renseignements personnels*, de même que des indications pour trouver l'information désirée soit en utilisant **Info Source** ou en faisant une demande officielle en vertu de la *Loi*;

- un résumé des rôles et responsabilités des institutions fédérales qui sont responsables soit de la production d'Info Source, soit de fournir des données pour les publications d'Info Source.

- une liste des coordonnateurs de l'accès à l'information et de la protection

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